

2018 Season Intern: IDEAVILLAGEx

The Idea Village is in search of its next class of interns for our 2018 season! We are seeking motivated, innovative and professional undergraduate students in the New Orleans area who are excited by the startup scene. All interns will have general duties that contribute to organizational operations and others assigned to them by a specific department within The Idea Village. Interns are expected to be present in the office two days per week and handle additional work remotely if needed.

The IDEAVILLAGEx intern will support the IDEAVILLAGEx team to provide support to startups in New Orleans through researching other accelerator programs in the country to help benchmark ourselves against other organizations. They will support the companies participating in the accelerator program through research projects, as needed. Finally, they will be key in ensuring our historical data is up to date and accurate.

Title: IDEAVILLAGEx Department Intern

Supervising Manager: Director, IDEAVILLAGEx

Responsibilities:

- Data Entry
 - Historical data reporting on previous accelerator cohorts
 - Support Program Manager in tracking any resource hours
 - Support the creation of Salesforce Accounts/Contacts for participating companies & founders
- IDEAsession Support
 - Assist with scheduling of IDEAsessions
 - Ensure post-session feedback surveys have been received
 - Track attendance and session usage for entrepreneurs
- Research
 - Research best practices of accelerator programs around the country and keep a running report in coordination with Program Manager
 - Research specific company needs (i.e. market data, customer profiles)
- New Orleans Entrepreneur Week
 - Support the IDEAVILLAGEx Team with data collection on featured entrepreneurs
 - Build out prospect list for companies for The Big Idea
 - Support the IDEAVILLAGEx Team on event logistics
 - Attend New Orleans Entrepreneur Week for as many days as schedule allows
- Other duties as assigned

Experience/Skills:

- Current undergraduate college student residing in the New Orleans area
- Have taken/are taking classes in business or entrepreneurship
- Proficient in Microsoft Office Suite and Salesforce
- High volume multi-tasking and strong organizational skills
- Process- and task-oriented
- Strong professional written and verbal communication skills

Compensation: Unpaid; College Credit

Employment Status: Part-time Intern

Process: Please submit your resume and cover letter through our [employment application](#). We will be considering applicants on a rolling basis.

The Idea Village is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, disability, age, or sexual orientation.