



2018 Season Intern; Operations and Development

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 Operations and Development Intern will work the operations team by assisting with office operations, data entry and cleanup, as well as entrepreneur intake.

Title: Operations and Development Intern

Supervising Manager: Jon Lindquist, Operations Manager

Responsibilities:

General intern responsibilities will include data entry and quality control as well as duties assigned by department supervisors.

- Assist in the routine operations of The Idea Village office.
- Distribute information on programs and assist with general inquiries.
- Assist with data quality control by cross checking data and contact records in Salesforce.
- Assist with data entry related to fundraising campaigns and mailings.
- Assist with recruitment and placement of volunteers for New Orleans Entrepreneur Week in March.

Experience/Skills:

- Current undergraduate college student residing in the New Orleans area
- 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.