



**Posting Date:** March 8, 2023

**Internship Date:** May-August 2023

**Job Title:** MVP Intern

**Incumbent:** Startup Sioux Falls

**Reports To:** Program Manager

**Mission:** We empower founders.

**Vision:** To foster entrepreneurship to build better communities.

**Values:** Inclusive, Innovative, Collaborative, Authentic, Bold

**Job Description:** Non-exempt internship position responsible for providing administrative support for the Startup Sioux Falls team, help implement programs and events, and collect and report metrics related to program outcomes.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1. Program and Events:** Assists the Program Manager with scheduling and administering programs and events. Works with the Startup Sioux Falls team to build relationships with area universities, sponsors, partners, and resource organizations as needed to promote events and activities related to the Community Navigator Pilot Program.
- 2. Data Collection/Reporting:** Assists the Program Manager in data collection and reporting - including communications with partners, compiling data/data entry.
- 3. Administrative Support:** Provide administrative support to the Startup Sioux Falls team as needed.
- 4. Community Outreach:** Assist Startup Sioux Falls with outreach to underserved communities of entrepreneurs through participating, as available, in meetings related to this topic.
- 5. Special Projects:** At direction of Executive Director and Program Manager, assists with special projects as needed.

**OTHER DUTIES**

- 1. Additional Duties:** Assumes additional responsibilities for Startup Sioux Falls as directed by the Program Manager.



## **QUALIFICATIONS**

1. Four-year college degree completed or in progress. Startup, small business or nonprofit experience is beneficial
2. Interest in supporting the development of new businesses while having the opportunity to grow professionally
3. Motivated and able to take direction, problem solve, and ask questions when necessary
4. Good interpersonal, written and verbal communications skills
5. Ability to use discretion in handling matters of a confidential nature
6. Experience with Windows operating system as well as Google Suite
7. Experience or willingness to learn collaboration and marketing tools such as Mailchimp, Wordpress, Trello, Slack, CoSchedule, and social media platforms
8. Valid motor vehicle operator's license and in force insurance, with the ability to operate and travel by motor vehicle
9. Ability to work up to 15 hours per week

**Base Wage Range: \$15/hour**

To apply, send your resume to [\*\*jeff@startupsiouxfalls.com\*\*](mailto:jeff@startupsiouxfalls.com)