



Posting Date: December 18, 2023

Internship Date: January-May 2024, with the possibility of an extension

Job Title: Childcare Business Support Intern

Incumbent: Startup Sioux Falls

Reports To: Vice President

Mission: We empower founders and ignite innovation.

Vision: To foster entrepreneurship to build better communities.

Values: Inclusive, Innovative, Collaborative, Authentic, Curious

Job Description: Non-exempt internship position responsible for providing support for the planning and execution of business support services for existing and aspiring childcare entrepreneurs. The intern will support various aspects of business programming, assisting with research, outreach, coordination, and administrative tasks to ensure the success of programs supporting childcare entrepreneurs.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1. Childcare Entrepreneur Program Support:** In coordination with the Vice President and Program Manager, supports the coordination and execution of entrepreneurial programs and events for childcare entrepreneurs.
- 2. Data Collection/Reporting:** Assists the Startup Sioux Falls team in data collection, entry, and reporting for childcare programs, including communications with partners.
- 3. Community Outreach:** Works with the Startup Sioux Falls team to build relationships with community partners, sponsors, and resource organizations to support business programming for childcare entrepreneurs.
- 4. Special Projects:** At the direction of the Vice President 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 Vice President and Program Manager.



QUALIFICATIONS

1. Two-year college degree completed or in progress. Small business, childcare, or nonprofit experience is beneficial.
2. Interest in early childhood education, and supporting entrepreneurs, 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 communication 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. Prior experience in event and program coordination, marketing, or business development is a plus.
8. Valid motor vehicle operator's license and in-force insurance, with the ability to operate and travel by motor vehicle preferred.
9. Ability to work up to 15 hours per week.

Base Wage Range: \$15/hour

To apply, send your resume to Sara Lum at sara@startupsiouxfalls.com.