



Job Title: MVP Intern
Posting Date: June 2026
Incumbent: Startup Sioux Falls
Reports To: President

Mission: We empower founders to Start, Scale, and Sustain businesses via innovative programs and peer support—making Sioux Falls stronger.

Vision: By 2031 we will have measurably supported 300 resilient Sioux Falls businesses to have sustaining revenue and which are making a community investment.

Values: Inclusive, Innovative, Collaborative, Candid, Curious

Job Description:

The MVP Intern at Startup Sioux Falls helps bring our brand, programs, and entrepreneurial community to life through marketing, graphic design, content creation, and communications support. This role offers hands-on experience developing promotional materials, creating digital content, supporting social media and storytelling efforts, and engaging with founders and community partners. The intern will also contribute to events, programs, facility operations, and administrative projects, gaining broad exposure to nonprofit and entrepreneurial ecosystem management.

KEY DUTIES AND RESPONSIBILITIES:

1. Marketing, Communications & Content Creation

- Support the promotion of Startup Sioux Falls programs, events, and initiatives through graphic design projects in Canva.
- Create and schedule content for social media platforms, helping tell the stories of founders, members, and community impact.
- Assist with email marketing efforts, including drafting, editing, and formatting newsletters and promotional communications.
- Collaborate with staff to develop marketing materials, presentations, signage, and other branded assets.



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2. Program & Event Support

- Support the planning and execution of Startup Sioux Falls programs and events, helping deliver an exceptional participant experience.
- Assist with event logistics, registration, setup, communications, and attendee support.

3. Facility & Member Experience Support

- Provide exceptional customer service for members, guests, and facility rental clients.
- Assist with event and meeting bookings, responding to inquiries and coordinating logistics with staff and vendors.
- Support event setup and teardown, ensuring spaces are welcoming, functional, and aligned with Startup Sioux Falls standards.
- Help supervise the facility during events and maintain compliance with facility policies and security procedures.

4. Administrative Support

- Assist with front desk coverage during peak times, welcoming visitors and responding to incoming inquiries.
- Provide administrative support through data entry, scheduling, record keeping, and other organizational tasks as assigned.
- Support operational efficiency across departments through a variety of projects and responsibilities.

QUALIFICATIONS:

1. Trustworthiness: Demonstrates integrity and reliability, with the ability to handle responsibilities and sensitive information with discretion and professionalism.
2. Enrollment in or completion of a post-secondary or college program; a focus in marketing, graphic design, business, event management, or related fields is advantageous.
3. Demonstrated interest or experience in startups, small businesses, or nonprofit environments.
4. Strong organizational and problem-solving skills; capable of managing multiple tasks.



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5. Excellent communication and interpersonal skills, with a commitment to providing high-quality customer service.
6. Proficient in Microsoft Office, Google Suite, social media platforms and Canva. AI and other productivity software are a plus.
7. Flexibility to work occasional nights and weekends, as needed.
8. Ability to work independently and as part of a team.
9. Valid driver's license and/or reliable transportation for occasional off-site duties.

Work Hours and Remuneration:

- This is a part-time internship, sometimes requiring up to 30 hours per week.
- Compensation is \$18 per hour.

To apply, please submit your resume and cover letter to brienne@startupsiouxfalls.com. Indicate your preferred internship period and include any relevant experience that makes you a strong candidate for this role.