Programs & Membership Internship – Spring 2017

Do you like planning events? Are you passionate about supporting entrepreneurs? The Council for Entrepreneurial Development (CED) seeks a **Programs & Membership Intern** to join the CED team this spring to help organize, plan, and execute programs for the Triangle's entrepreneurial network. Projects may include:

- On-site coordinator at CED Events (ex: Life Science Conference 2/28-3/1)
- Managing communication in regard to event registration & applications
- Keeping event & membership databases up to date
- Representing CED at other community partner events
- Sponsorship benefit fulfillment

In accordance with the Intern's interests and abilities, he/she will likely gain:

- Experience managing a SalesForce database
- Exposure the NC entrepreneurial ecosystem, including emerging tech and life science entrepreneurs, accelerators/incubators, investors, and corporate supporters
- Insight and learnings from one of the Nation's leading entrepreneurial hubs
- Experience planning and executing multifaceted programs and events

Ideal candidates should have excellent attention to detail and strong organization and communication skills. Interns should also be self-motivated and quick learners who exhibit leadership and ability to work cohesively as a team player. An enthusiasm and desire to support and share the stories of the North Carolina entrepreneurial community is a must.

Requirements:

- Current enrollment at a college/university
- Based in the Triangle with reliable transportation to work at the CED office
- Letter from school stating that intern will receive college credit
- Proficiency to use Microsoft Office programs
- Personal computer that can be used at work
- Availability to work at least 10-15 hours per week at CED

Individuals interested in the Programs & Membership Internship at CED should forward his/her resume, a brief cover letter and all applicable information regarding the college internship program to Lindsay Burns, lburns@cednc.org.