

Position Description

Entrepreneurship & Innovation Intern



What we're looking for (12-15 hours a week, fully remote, unpaid)

The Lansing Economic Area Partnership (LEAP) is seeking an Entrepreneurship and Innovation Intern to join its Entrepreneurship and Innovation team. Interns will engage in a variety of tasks to support the Lansing region entrepreneurial ecosystem, including retention strategy and research and refinement of the Start Chart resource guide. Project work will be jointly developed by LEAP's entrepreneurship and innovation department and each intern, with a focus on aligning work with individual fields of study and career paths.

In addition to specific projects, interns will attend LEAP board, staff, department and intern-specific meetings; will be encouraged to explore the field of economic development through conversations with LEAP staff; and will chronicle their experiences through blogging and social media.

What you'll do

- Implement the retention strategy to follow-up with LEAP's entrepreneurial clientele to gauge progress and additional support needs
- Research and catalog startups in various communities of the Lansing region, ex. Opportunity zones, Lansing Regional SmartZone, HUBZone, etc.
- Develop/update digital Start Chart resource guide for entrepreneurs in various industries, ex. Food entrepreneurs, high-tech, manufacturing, etc.
- Contribute to LEAP intern blog and social media
- Other projects mutually designed by LEAP marketing department and intern based on career objectives and area of study

What you need

- Currently completing a bachelor's or master's degree, or within one semester of completing an associate degree, in economics, entrepreneurship, women's and gender studies, African American studies, humanities or other related discipline
- Experience conducting ethnographic research and/or economic-focused research
- Exceptional writing, creative, research and organizational skills
- Knowledge of using social media channels for professional purposes
- Ability to work both independently and in a collaborative team environment
- Ability to maintain confidentiality of highly sensitive information

Questions?

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