

Position Description

Hatching Program Intern



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

The Lansing Economic Area Partnership (LEAP) is seeking a Hatching Program Intern to join its Entrepreneurship and Innovation team. Interns will engage in a variety of tasks to support the Hatching business pitch competition, including event planning, logistical support and promotion/marketing collaboration. 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

- Assist in event promotion, planning and preparation for the Hatching business pitch competition
- Provide day-of logistical support for the Hatching, including technological support for presenters, event set-up/tear down and other related tasks
- Cohost live Hatching event with other members of LEAP staff
- 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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