

Position Description

One and All Program Intern



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

The Lansing Economic Area Partnership (LEAP) is seeking a One and All Program Intern to join its Entrepreneurship and Innovation team. Interns will engage in a variety of tasks to support the One and All inclusive entrepreneurship initiative, including development of mentor engagement and program participant retention strategies. 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

- Design and implement a social engagement strategy for LinkedIn to manage the mentor network
- Implement the retention strategy to follow-up with One and All program alumni to gauge progress and additional support needs
- 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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