

Position: Entrepreneur Development Intern

Job Profile

The Entrepreneur Development Intern (EDI) will assist Enterprise Saint John's Entrepreneur Development Officer in delivering entrepreneur development programs. The responsibilities of the EDI will include administration, program coordination, and business development with ESJ's Navigator. The EDI will gain in-depth experience in business development, build relationships within the New Brunswick entrepreneurial ecosystem, and develop interpersonal, administrative, and project management skills.

Job Responsibilities

Administration

- Manage triage process for connecting new clients to appropriate resources and programs.
- Prepare and distribute Impact Loan application review packages.
- Coordinate office hours for EIR and meetings with clients.

Program Coordination

- Lead participant recruitment for Navigator's Winter 2017 Venture Validation Program.
- Coordinate program schedule with mentors for Navigator's Winter 2017 Venture Validation Program.
- Provide support to Navigator's Venture Validation Program participants in achieving applied learning outcomes.
- Attend and coordinate logistics for Navigator's Venture Validation Program workshops.

Business Development

- Review Impact Loan applications including business plan, cash flow projections, and credit checks.
- Participate in client meetings to provide business support to Enterprise Saint John Navigator Clients
- Attend local conferences, events, and workshops pertaining to entrepreneurship.

Qualifications:

Self-starter
Entrepreneurial
Interest in business
Community builder
Detail-oriented
Team player
Strong oral and written communication skills

Working hours:

Monday, Tuesday, Thursday, Friday

9:00 am – 4:00 pm

Wednesday

1:30 pm – 8:30 pm

Total: 35