



Job description:

The Northfield Enterprise Center is a local non-profit serving small businesses and entrepreneurs. We provide support and resources designed to make entrepreneurs' business dreams come true! As an intern, you'll be helping us work small business magic. The NEC operates SPUR Co-working Center in downtown Northfield. SPUR is a place for business owners, freelancers, and other creative workers to come and work in an environment that helps them be more productive and find a community.

As an intern, you'll have the opportunity to learn about nonprofit management (social entrepreneurship), the ins and outs of starting/running a company, entrepreneurship, and the real-life careers associated with small business and non-profits.

Your duties may include:

- Conducting market research and work with a variety of small businesses and non-profits in the Northfield area.
- Writing reports and feasibility studies for local non-profits.
- Performing general office duties and assist with day-to-day needs.
- Sitting in on business coaching sessions and help coaching clients with personalized projects.
- Reading and critiquing business plans.
- Meeting business professionals and entrepreneurs from around the region.
- Working independently and as a team member on various projects and assignments.

What SPUR/NEC interns do:

- Market research*
- Coworker projects*
- Front desk*
- Sit in on coaching sessions*
- Write reports*
- General office duties*
- Business plans*

Interns will learn about:

- Starting a business.
- Market research.
- Business writing.
- Team work and communication.
- Northfield's economic environment.
- Thriving in an office setting.
- Work with small businesses.
- Business etiquette.
- Non-profit structure and management.

If you've taken one or more of the following classes, that would be great. If not, don't let that stop you from applying:

- Marketing
- Management
- New Venture Formula
- Arts Management
- Entrepreneurship
- Corporate Finance
- Accounting
- Industrial/Organizational Psychology

Qualifications:

- Self-motivated and responsible.
- Proficient in Microsoft Word, PowerPoint, and Excel.
- Friendly, professional manner.
- Comfortable working independently and with a team.
- Excellent interpersonal communication skills.

Details:

Seeking part-time, community work study student (if part of your financial aid award includes work study, you might be eligible to work off campus!) with afternoon or morning availability. Also, seeking Sophomores- Seniors for paid internship over Interim or summer.