



## **Accounting Administration Support Internship**

**Mission:** Social Enterprise Greenhouse creates positive social and economic impacts by supporting social entrepreneurs and enterprises with the tools and networks they need to thrive.

**About:** We provide social entrepreneurs and ventures with the services they need to move from idea to execution to scale including: incubation, acceleration, later stage strategy and financial services, and below market rate loan funding.

**Description:** The Accounting Administration Support Intern will gain exposure to nonprofit accounting processes. The intern will work directly with our Chief Financial Officer to create and maintain areas of financial management, including budgeting, grant management, and audit processes.

**Hours per week:** 2-3 hours a week

**Compensation:** Unpaid; we prefer students seek credit from their school for their internship and can assist with appropriate paperwork.

**Learning objectives:** All interns with Social Enterprise Greenhouse will learn: what social enterprise is; what social entrepreneurs need to be successful; how a successful nonprofit is structured and run; and more! Each intern is assigned a staff member as a supervisor and completes a self-directed learning contract and a formal work contract. Interns agree to a set weekly schedule to work on site out of our coworking space in a collaborative, enriching environment.

Interns are encouraged to set up mentor meetings with our Board and Staff, many of whom are current and former consultants, to learn more about the career path and gain insight into the job itself. Interns have the opportunity to shadow our business classes during their internship, including our 101 Workshops, Huddle, and Accelerator. Interns may also shadow our events and high level meetings on a pre-approved basis.

**To apply:** Email your résumé to [talent@segreenhouse.org](mailto:talent@segreenhouse.org) to start the application process. Résumés should be sent as a single page PDF with document title and email heading [First Name Last Name, Résumé].