



## Health and Wellness Initiative Administrative 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:** The Health and Wellness Initiative at Social Enterprise Greenhouse is now in its second year of development and we are looking for help! Health and wellness is a broad spectrum, but for us it means any social enterprise that wants to make the world a better place through wellness, preventative care, holistic care, healthcare, health IT, life science, med tech, bio tech, bio med, etc. We work with businesses where social missions serves as a core part of their business models, and provide them with the tools, network, and resources to be successful. We run a menu of programming to serve entrepreneurs at any developmental stage and seek to help them take their ventures to the next level.

Aside from this programmatic work, we are partners in a large ecosystem and participate in many events, conferences, academic courses, and more! This is all in an effort to build a formidable environment for health and wellness businesses to launch and grow in Rhode Island. The initiative has grown to a point where we need help! We are looking for an intern who is passionate about all of the above work and ready to roll up their sleeves to help us make it happen.

### Description and Learning Objectives:

- H&W Accelerator (September- December)
  - Workshop admin support
    - Assist with setup and cleanup of workshops
    - Order food for workshops
  - Venture development support
    - Help identify additional venture needs and connect ventures to resources
- Pipeline Development (ongoing)
  - Event identification and attendance
    - Market research on networking opportunities
    - Attend outside events w/ H&W Program Manager and learn recruitment techniques
    - General identification of networking opportunities
  - Partnership building
    - Partnership research and identification
    - Attend meetings and assist with facilitation, follow up and outcomes
- Advisory Subcommittee Management (ongoing)
  - Admin support
    - Assist with meeting coordination, follow up, deliverables
    - Execute market research and meeting outcomes

**Qualifications:**

- Driven, self-reliant, organized, can work autonomously
- Interested in social enterprise, business development, and health and wellness
- Relevant work experience
- Some subject matter understanding
- Able to work with a team and comfortable reporting to a manager
- Collaborative, accepting, and inclusive
- **Ability to attend Accelerator workshops 12:30-4:30pm on Wednesday's Sept. 11- Dec.1st**

**Time Commitment:**

- 10-15 hrs/wk but looking for flexibility as the need may be more or less depending on time of year and amount of work
- Ability to work remotely - to be discussed as the beginning of the internship will need more in-person and onboarding time

**Payment:**

- Stipend: TBD and open to discussion

**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].