

# Program Development Assistant Internship with Social Enterprise Greenhouse

**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:** Social Enterprise Greenhouse is a network of business and community leaders who contribute time, expertise and money to create jobs and support positive change through social enterprise.

**Description of Internship:** Social Enterprise Greenhouse is currently seeking a Program Development Intern to support the Inclusive Enterprise Development and Hub Programming Manager. Responsibilities and duties may include: 1) Attendance to at least two events a month (of your choice) and events admin support; 2) Assist with the development of programming to support inclusive enterprises such as, workforce development orgs, cooperatives, etc.; 3) Support with developing and implementing marketing and recruitment strategies; 4) Develop how-tos and checklists for hosting workshops, office hours, and other Hub programs at SEG.

The intern will have access to the SEG network and resources. SEG will assist the intern in meeting any internship or professional development goals, and provide them with the opportunity to explore and learn more about the social enterprise landscape in RI.

**Hours:** 5 hours per week, 3 month commitment

**Learning Objectives:**

- How a successful social enterprise is run and structured
- Principles of effective leadership
- Principles of social enterprise
- Gain experience in project management and customer service
- Learn to work in a team,

**Compensation:** Unless indicated, internships are unpaid; we prefer students seek credit from their school for their internship and can assist with appropriate paperwork.

Email [talent@segreenhouse.org](mailto:talent@segreenhouse.org) with your résumé as a PDF to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.

