

Talent Concierge Intern with Social Enterprise Greenhouse



[Social Enterprise Greenhouse](#) is seeking qualified applicants for our Talent Concierge position. Please see the below for more information, or email talent@segreenhouse.org

About: Social Enterprise Greenhouse creates positive social and economic impacts by supporting social entrepreneurs and enterprises with the tools and networks they need to thrive. We are a network of business and community leaders who contribute time, expertise and money to create jobs and support positive change through social enterprise. 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: Social Enterprise Greenhouse helps social ventures find the talent they need to succeed by providing matchmaking services between students, recent graduates and social ventures.

The intern will help connect local students and grads with opportunities to intern or work for ventures. Responsibilities include:

- Helping recruit student talent by attending events
- Accepting venture submissions and posting open positions on our website and the 11 university boards
- Organizing interviews with potential student talent
- Following up with ventures and opportunity seekers
- Maintaining and updating data

Hours per week: 5-10. Internship is available immediately through end of August.

Qualifications: Attention to detail and communication skills will be necessary.

Compensation: \$10/hr

Email talent@segreenhouse.org with your résumé and cover letter as PDFs 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.