



4551 Forbes Avenue, Suite #200
Pittsburgh, PA 15213
(412)-682-3067
www.ideafoundry.org
info@ideafoundry.org

Job Title

Intern - Equitable Entrepreneurship Program

Location

Idea Foundry Offices,
4551 Forbes Avenue, Suite 200, Pittsburgh, PA 15213

Time Commitment

Part-time – 10-20 hrs a week OR
Full-time (in the summer) – 40 hours a week

About Idea Foundry

Founded in 2002, Idea Foundry is a Pittsburgh-based, non-profit economic development organization dedicated to creating living-wage, high-opportunity jobs. We do this by investing in and working alongside entrepreneurs to transform innovative business ideas into viable commercial activities and leveraging global programs to attract talent, capital and business to our region.

Description

Idea Foundry is looking for a summer intern for our Equitable Entrepreneurship Program. The EE Program supports minority and immigrant entrepreneurs, two communities that are underserved in the entrepreneurial ecosystem, to foster job creation and economic development. The scope of work will cover a variety of areas associated with the needs of developing a start-up or early stage idea. Responsibilities and project work include, but are not limited to:

- Conduct market research and develop competitive landscapes for the various industries in which our portfolio companies are involved in.
- Attend start-up vetting meetings and keep meeting minutes.
- Assist in the investigation and evaluation of applicant companies
- Assist in the development, formatting and review of business plans or other investor collateral for start-up companies
- Help plan and coordinate Idea Foundry's local business competition

All work will be performed in conjunction with and under the direction of Idea Foundry management

Requirements

The internship is available to rising seniors, recent graduates or current graduate students with appropriate backgrounds in business, entrepreneurship, public policy, law, or political science.

Other requirements include:

- Currently enrolled in an accredited university pursuing a bachelor's degree or graduate degree
- Excellent written and verbal/presentation and communication and interpersonal skills
- Some level of understanding of business development and product commercialization
- Ability to overcome significant learning curves in a short time



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Preferred Qualifications

- Demonstration of consulting skills particularly related to problem identification, resolution and analysis
- Familiarity with market research and analysis
- Self-starter with an interest in entrepreneurship for diverse communities
- Candidate should be comfortable with ambiguity and a changing entrepreneurial environment.
- Some prior work experience as it relates to working with client engagements and deliverables