



# Spring 2019 Student Internship

## JOB DESCRIPTION for

### **COMMUNITY ENGAGEMENT INTERN**

**CONTACT:** Kaitlin Smith, Executive Director, [kaitlin@hqgreensboro.com](mailto:kaitlin@hqgreensboro.com)

HQ Greensboro is seeking student interns for Spring 2019. The Community Engagement Intern will assist in nurturing the entrepreneurial community at HQ Greensboro by coordinating events, designing membership perks, and managing business resources. Interns will gain experience executing successful membership events and initiatives. The Community Engagement Intern will be an integral part of the creation, research, implementation, and breakdown of events.

This internship provides first-hand work experience with a small team in a startup environment. Hours are flexible, however, expectations will be high. The ideal candidate has excellent interpersonal and communication skills, experience coordinating events, ability to multitask, a strong work ethic, and pays attention to detail.

Applicants should preferably major in Event Planning, Communications, Marketing, Recreation or a related field.

### **Primary Responsibilities**

- Oversee budget to be used for monthly member benefits and community-based activities
- Conduct membership and guest feedback surveys
- Programming and event planning
- Provide an excellent customer service experience to HQ members, tenants, partners and guests
- Contribute to the HQ Newsletter and social media
- Dedicate 8 working hours per week to the front desk
- Volunteer at one HQ-hosted event per month
- Lead tours of HQ Greensboro

### **Time Commitment**

The Spring Internship Program will commence in January 2019 and conclude in May 2019. Interns will be asked to commit 10-15 hours per week working at HQ Greensboro.

### **Benefits**

This is an unpaid work-trade position, but all interns receive the following benefits. We can also work with your university to coordinate university credit.

- Instantly connected to a network of successful local and global entrepreneurs.
- A full-time membership during your time here and for three months beyond the duration of your internship.
- Full-time membership comes with access to the co-working area, conference room time, WIFI, complimentary coffee, and free access to all regular HQ events.
- Regular meetings with the HQ team to review projects and work through challenges you face with your projects.
- Experience in a booming industry.

### **About HQ Greensboro**

HQ Greensboro is a coworking space designed to empower, foster, and cultivate companies that produce long-term job growth and positive social impact. We address two challenges that entrepreneurs face: building a trusted support community and gaining access to flexible, affordable office space. The facility includes:

- more than 60 entrepreneurs and startup companies,
- entrepreneurial programs and events,
- 20 private offices of varying sizes,
- 3-4 meeting and conference rooms,
- 2 outside patios,
- cafe space with a full-service kitchen and bar,
- co-working space with desks, and
- collaborative “soft space” with sofas, chairs, tables.

For more information, visit [hqgreensboro.com](http://hqgreensboro.com).

**TO APPLY, please complete the intern application form, found at [hqgreensboro.com/internships](http://hqgreensboro.com/internships), by December 14.**