Epicenter
Communications & Data Intern
Memphis

About
As a nonprofit hub organization, Epicenter leads the Memphis region's connected and collaborative entrepreneurship movement. Using a systems approach, Epicenter drives strategy and measures impact among a network of economic development, academic, corporate, and government partners to increase support to new and existing tech startups, creative and community-based businesses, student entrepreneurs, and others across multiple industries and stages of growth. Epicenter and its partners connect these entrepreneurs and their innovative ideas to programming, capital, customers, and talent in order to create a just, inclusive, and growing economy that accrues to all Memphians.

We have an open, creative, and welcoming culture, and our team of 16 wakes up every day thinking about how to fuel the opportunities that will help local entrepreneurs start and scale their businesses.

Position perks:
- Coworking space/open atmosphere
- Flexible hours and locations
- Cooper Young neighborhood with 22+ restaurants
- Welcoming culture and friendly Epicenter team members
- Collaboration with local partners on programs and events
- At least one lunch with Leslie Smith, CEO of Epicenter
- Multiple opportunities to meet, network with ecosystem organizations
- Business casual daily dress
- Easy access to other organizations and activities in the Memphis region
- Free lot or street parking, and location on the bus lines

Intern roles and responsibilities
External Communications: Apply communications skills across Epicenter projects and relationships by assisting in the development of program collateral materials, podcasts, entrepreneur profiles, blogs, and other content. Some community appearances for Epicenter may be requested.

Tasks
1. Maintain internal newsletters and announcements for staff
2. Gather and organize stakeholder contact information for Memphis, TN for VITAL and other databases
3. Research stakeholder engagement in economic development, entrepreneurship and specific subject areas
4. Develop template letters of support that include Epicenter’s mission, impact, recent success stories, and ROI on local, state, and federal dollars received
5. Develop templates for event/speaking invitations, e-newsletters, one-pagers, and letters to key stakeholders
6. Draft itinerary and assist in planning meetings for traveling senior staff and/or local stakeholder events.

Data & Collective Impact: Collect recent data on entrepreneurship metrics; compare national, regional and local statistics on economic development, as directed by the Director of Collective Impact.

Required qualifications
Strong writing skills; experience and fluency with data (gathering, interpretation, analysis); experience in handling and maintaining social media accounts, such as Facebook, Twitter and Instagram; self-direction; ability to concentrate in a lively work environment; a proactive willingness to pitch in; sense of humor.
And: a cell phone and laptop or computer.

Preferred skills
- Interest in blogging
- Interest in researching data and subject areas
- Project management experience
- Establishing, understanding and maintaining databases
- Experience with statistics and economic analysis
- Experience in survey development, deployment, and analysis
- Experience with focus group research
- Social media skills and awareness of high volume/readability opportunities
- Photography and film skills