Nashville Entrepreneur Center
Membership and Program Support Intern
Nashville

About
The Nashville Entrepreneur Center’s mission is to help entrepreneurs launch and grow their businesses. We do that through two main segments, membership and programs. Membership gives entrepreneurs access to a community as well as physical space to work.

Our programs include:

- PreFlight for entrepreneurs with an idea looking to start a business.
- InFlight for full-time entrepreneurs who are looking to aggressively scale by raising capital, building a team, and operationalizing processes.
- Project Music and Project Healthcare for industry-specific programming.
- Twende to support entrepreneurs of color.

The Nashville Entrepreneur Center is the place to be if you want to get plugged into the Nashville entrepreneurial ecosystem. While we are a buzzing physical space filled with current entrepreneurs building their business each day, we are also a community with over 300 advisors, successful alumni companies, entrepreneurial support organization partners, sponsors, & donors. Essentially, this is where everything comes together to “make things happen.” Whether that be connecting people to each other for support during the entrepreneurial grind to having a multi-million funding round, these four walls are the place to be if you want to be a successful entrepreneur.

Intern roles and responsibilities
The intern’s scope of work would primarily focus on supporting membership and our InFlight program. As well as projects for building out the new Alumni Program.

Tasks:

- Capturing information from new members or companies.
- Managing membership directory.
- Researching companies to connect with.
- Attending meetings to learn more about companies.
- Planning and coordinating member workshops.
- Onboarding new members to connect them with existing resources and members.
- Organizing our weekly summer intern event for interns in our space.
- Coordinating member workshops.
- Strategizing about new events/workshops to bring into the space to attract new members and improve diversity.
- Attending a variety of ecosystem events to connect the NEC to the community at large.

Required qualifications

- Deep interest in the entrepreneurial ecosystem in Nashville.
- Comfortable speaking with diverse groups of people.
• Excited by a customer-facing role.
• Fast-paced and high energy.
• Ability to manage several moving parts and projects.
• Self-starter.

Preferred skills
Past experience in a front-facing role (not necessarily professional, for example, a former student tour leader or club president).