The Company Lab
Operations & Communications Intern
Chattanooga

About
The Company Lab (CO.LAB) is a nonprofit startup accelerator that supports entrepreneurial growth in southeast Tennessee. We work with companies ranging from the scope of one on one work with Main Street businesses to hosting multi-month long accelerators aiding national tech and consumer goods startups scaling into major markets.

We help entrepreneurs refine their business models, test their ideas with customers, connect with a community of mentors and business experts, prepare to go to market, pursue pilot partnerships, attract capital and much more.

At CO.LAB, you have the ability to work intimately as a small team that is motivated to get things done, and get things done well. Not only do we serve as the front door to the Innovation District where we greet and serve the needs of any sort of entrepreneur that comes in on an individual basis, we host many community events and accelerators throughout the year. Whether it is small scale or large scale, CO.LAB is known to serve the Chattanooga and regional entrepreneurial and innovation community with knowledge, integrity and poise.

Intern roles and responsibilities
An intern’s work depends largely on their experience and focus of study. Interns generally fall right into the CO.LAB team in that they work side by side and lend a hand in major event planning, day to day operations of the office, helping with communications and networking with entrepreneurs. Interns are given projects to work on based on current business needs and as mentioned before, in accordance with their experience and focus of university studies.

Required qualifications
We value an intern who is ready to jump in feet first. We look for go-getters who are not afraid of hard work and who can maintain their cool in the midst of large, multi-faceted events. We value a courageous individual who is willing to give us a different viewpoint and call attention to viewpoints that may be overlooked.
As far as skills are concerned, experience in organizing events, communications and entrepreneurship is always a plus.

Preferred skills
Work in an office environment is nice to have, but not essential. We always look for strong writing skills as well as ease of interpersonal communication for our many events. Strong organizational skills are a must.