



Program Support Intern (Summer)

ASSOCIATION FOR ENTERPRISE OPPORTUNITY (AEO) is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 30 years, AEO and our 2,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

AEO's Innovation Hub leverages AEO's core competencies for spurring innovation to create transformational change for a more robust and inclusive marketplace for underserved microbusinesses. Integral to the Innovation Hub are cohorts that bring together diverse market actors to foster collaboration to solve specific market challenges that contribute to systems-level change and benefit underserved entrepreneurs.

AEO is looking for a motivated and high-performing intern to provide program support to Innovation Hub team. This is a terrific opportunity for a student who has a passion for entrepreneurship, microfinance, and economic development to make meaningful contributions to our work focused on Returning Citizen entrepreneurs. The intern will support the team by:

- Become an expert on returning citizen entrepreneurs and the challenges they face in accessing much needed capital to grow their business
- Conduct analysis to better understand reasons why entrepreneurs have been unable to access much needed grant funds
- Provide insights and learnings to help further our work in serving these entrepreneurs
- Collaborate with Research and Operations team to identify appropriate next steps in understanding potential avenues to better support entrepreneurs
- Engage entrepreneurs who have previously been denied capital to participate in AEO's Endeavor Ready initiative
- Assist in drafting and preparing reports to funders that share insights into our work
- Identify and propose opportunities for efficiency and improvements within the Innovation Hub
- Serve as member of Innovation Hub team and participate in all group discussions
- Support in other program tasks as needed

Professional Experience/Qualifications

- Intellectual curiosity with a strongly developed analytical mindset
- An ability to work with designated project plans on set deadlines while demonstrating good time management skills

- Strong written and verbal communication skills to effectively interact with corporate partners and internal stakeholders

TO APPLY

Interested applicants should send a cover letter and resume to careers@aeoworks.org. In your cover letter, please include: your unique qualifications for this position, your salary requirements, and how you learned of this vacancy.

AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.