



AEO INNOVATION HUB INTERNSHIP (FALL 2022)

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.

The Innovation Hub Intern will help support AEO's Innovation Hub team with various projects and initiatives. This is an exciting opportunity for students interested in changing the way that capital and services flow to underserved entrepreneurs. The Innovation Hub Intern will have a range of responsibilities related to microbusiness advancement. In this role, they will have the chance to share insights with the entrepreneur ecosystem from our various innovation projects, including initiatives that could impact returning citizens, capital access for underserved entrepreneurs, and how technology can improve small business capabilities. We are looking for someone who wants to take ownership, learn, and share best practices about the challenges and opportunities that come with small business ownership in a dynamic and evolving marketplace. The successful candidate will demonstrate strong critical thinking skills, the ability to effectively communicate with a range of stakeholders, and have a passion for entrepreneurship.

Key Responsibilities and Opportunities:

- Support project lead(s) throughout the project lifecycle, working with both internal and external stakeholders to coordinate and execute deliverables
- Help with project tracking and implementation to ensure timely results and program efficiency
- Scheduling and organizing events and meetings
- Conduct research on various initiatives that support entrepreneurs across the country
- Develop and assist in implementing strategies to standardize and improve processes across the Innovation Hub
- Work on the Innovation Hub's outreach efforts to promote our various cohorts and programs to the small business ecosystem and our members
- Learn about federal policy impacting small businesses across the country and what is being done to support and empower small business owners
- Conduct market analyses on products and services tailored toward entrepreneurs

Professional Experience/Desired Qualifications:

- Working toward a BA/BS, MA, MS, MPP or MSW from an accredited university
- Strong interpersonal and communication skills
- Strong problem-solving and creative solution skills
- Resourcefulness and the ability to take initiative and handle multiple assignments in a fast-paced environment
- Ability to establish and maintain effective relationships with a variety of stakeholders
- Highly organized with strong attention to detail and ability to manage multiple tasks and deadlines
- Excellent writing skills
- An interest in helping support underserved entrepreneurs

To Apply:

Interested applicants should send a cover letter and resume to aeoinnovates@aeoworks.org. In your cover letter, please include: your unique qualifications for this position and how you learned about this opportunity.

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.