



**Renaissance Entrepreneurship Center
Richmond Data & Evaluation Intern
Summer 2017**

About:

Renaissance Entrepreneurship Center (www.rencenter.org) is a 501(c)3 nonprofit working to create sustainable economic development through small business ownership. At our four offices and remote program sites, we deliver high-quality business training support services to socially and economically diverse men and women starting and expanding microenterprises.

Richmond, located in Contra Costa County, is a community with long-entrenched underdeveloped and underserved communities; 17.5% of Richmond residents – more than double the national average – are unemployed. In response, Renaissance has offered classes in Richmond since 2008 at offsite locations including at the Chamber of Commerce and Community Housing Development Corporation. In 2014, Renaissance launched our newest Center in Richmond which allows us to provide additional on-site programming and drop-in services. Renaissance Richmond clients are: 98% extremely low to moderate income; 71% women; and 69% persons of color.

Project Role:

Renaissance Richmond seeks a Data & Evaluation Intern to help track the intake of new clients, update information on existing clients, and to assess the efficacy of Renaissance's programming through refining our evaluation methods. This position is based in Richmond and will focus on programs in Richmond, North Richmond and San Pablo while supporting other programs in the organization. This position requires a self-starter who thrives in a fast-paced but process-oriented environment, who works well with a diverse group of people, is highly organized and effective, and is passionate about entrepreneurship and economic development. The position also requires the ability to wear multiple hats as the intern will play a supportive role by providing case management, working directly with clients, consultants and instructors, and maintaining strict timelines.

Based on skillset and interest, the Intern can expect to have a **secondary** Project Role:

- **Marketing & Community Outreach Intern:** Assist the Program Coordinator to design and implement strategic community outreach and marketing steps, including print, web, social media, case studies of successful clients, etc. Contribution to newsletter.
- **Growth & Development Intern:** Identify partners in Richmond area to collaborate with and, maintain current partnerships through networking events.

Essential Duties and Responsibilities:

- Data Collection and Entry - collect client intake forms, input client data in VistaShare and Richmond's Client Tracker and verify accuracy of data through client follow-up.
- Maintain and improve program outcome monitoring processes--including but not limited to, running reports, creating infographics, managing and refining survey tools to assess efficacy of programming.
- Create instructional how-tos on processes or systems to minimize learning curve for next batch of interns and staff onboarding at Renaissance Richmond.
- Coordinate the day-to-day administration of workshops and classes through scheduling, registration, materials, facilities set-up, media notification and event implementation.
- Serve as initial point of contact with prospective clients; guide clients through application process for Renaissance services; collect required paperwork.
- Serve as point of contact for class graduation.
- Introduce entrepreneurs and potential business owners to economic development resources and provide direct support/assistance with business planning and growth processes including basic consulting and technical assistance.
- Assist colleagues in other programs, public outreach efforts, media events, donor events, and other types of meetings. Attend off-site meetings, networking events and tabling opportunities.
- Coordinate orientations to our services and facilitate introductory workshops

To apply, email a cover letter and resume to Lucero DeLeon, Richmond Program Coordinator:

ldeleon@rencenter.org

Salary and Benefits

This is a part-time 20 hour/week unpaid internship.

Application Deadline:

June 10, 2017