



Social Enterprise Catalysts

Wednesday, October 20, 2010

2010-2011 Internship Program

The Sustainable Business Incubator

The Sustainable Business Incubator is a not-for-profit corporation whose mission is to provide assistance to a new generation of entrepreneurs starting and growing businesses that address issues of sustainability. Our goal is to foster an explosion of innovation and create a portfolio of green businesses and sustainable initiatives that are environmentally regenerative, socially responsible, and financially profitable.

Business incubators are highly effective in assisting companies with organization, management, financing, technology development, job creation and marketing. We are unique in focusing on sustainable businesses - companies and organizations developing green technologies and modeling & advancing sustainable business practices.

Available Internship Positions

Three internships are currently available for periods of up to a full year. Here are the details and procedures to follow if you are interested.

Who's Qualified? Interns may be recently graduated or in their junior or senior year of college. We're looking for interns to support three major areas of the incubator. These

areas include: entrepreneurship and innovation, science and technology, and marketing communications.

Candidates for the Entrepreneurship & Innovation Internship must be business majors with excellent research abilities and writing skills.

Candidates for the Science & Technology Internship must be science majors with a preference given to individuals with biotechnology and/or materials research and nanotechnology expertise.

Candidates for the Marketing Communications Internship must be marketing communications and/or graphic design majors. Communications majors must have a strong interest in digital media and excellent writing skills; graphic design majors must have strong hands-on experience with print and web design software as well as a portfolio.

Time Commitment: We are looking for interns who are able to work a minimum of 2 to 3 days a week in our program and ideally commit 20 to 40 hours per week. We are flexible in terms of the specific days and hours you work as long as your specific days and hours are consistent from week to week.

Where Will I Work? Currently, we do not have a physical location and our teams meet

with clients and alliance partners at their facilities and work virtually over the web. We are in the process of negotiating office and laboratory research space, so this will likely change in the future. We will cover reasonable travel expenses involved in getting to and from meetings.

Immediate Payoffs: Interns have the fast track to paid employment with the Incubator or with one or more of its client companies. We also provide letters of recommendation and other benefits to hardworking candidates.

What Software Do I Need To Know?

Microsoft Office and excellent Web research skills are necessary for all three positions. In addition, it's essential that graphic design majors have knowledge of QuarkXpress and the Adobe Creative Suite - especially Photoshop, InDesign, Illustrator and Dreamweaver.

Who Will I Report To? Each position will report to a different person on the senior management team.

- The Entrepreneurship & Innovation Intern will report to Mr. Jonathan Cloud, our Chairman.
- The Science & Technology Intern will report to Mr. Robert Dombrowski, our Chief Science & Technology Officer.

Who Do I Contact If I'm Interested? Interested candidates should send inquiries and/or a cover letter and resume via email to:

Mr. Christopher Kogler
Chief Executive Officer
The Sustainable Business Incubator
Email: ckogler@sbinj.org

- The Marketing Communications Intern will report to Mr. Christopher Kogler, our Chief Executive Officer.

What Tasks Will I Be Expected To Perform? Tasks will range widely depending upon the position. All three positions will perform some administrative duties as well as higher-level duties depending on your area of expertise.

- For instance, the Entrepreneurship & Innovation Intern will help Mr. Cloud with a wide range of research as well as drafting proposals and business plans.
- The Science & Technology Intern will help Mr. Dombrowski with both applied and basic research focused on biomaterials.
- The Marketing Communications Intern will help Mr. Kogler with market research on potential corporate clients, writing & posting press releases, and the design & production of print materials and websites.

Will I Be Paid? At this time these positions are unpaid. Over time we hope to be able to provide stipends, scholarships, and job placements.

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