

Venture Investments: Platform

Over the course of an eight-week paid internship in the summer of 2021, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Selected Interns will work out of the Emerson Collective offices in Palo Alto, California or Washington, DC. Those interning with XQ will be based in Oakland, California. Placement locations will be determined by the internship and we are unable to accommodate adjustments.

Areas of focus include, but are not limited to, communications, project support, events, policy, and research. Summer interns will also participate in weekly programming designed to develop leadership capacity and build out professional networks.

Scope

The Venture Investing Team makes venture capital investments in mission-driven technology companies that align with the overall values of Emerson Collective. The Platform group provides Emerson Collective's venture investment companies (aka portfolio companies) with a variety support to help them achieve impact at scale and grow their enterprise value. The Venture Investment Platform intern will help support Emerson Collective's portfolio companies through an assortment of projects that include event planning, community building, content development and writing, data entry and analysis, and research. These projects will span multiple sectors and topics including impact, DE&I, hiring, and growth (eg sales and marketing). Past Platform intern projects have included writing the weekly CEO newsletter, developing a corporate impact structure guide for internal use, helping input content and creating a website, salesforce data entry and report building, researching different communication tools, and building decks.

We are seeking individuals who are detail oriented, have experience with qualitative research and data analysis, can organize information in a coherent

way, are comfortable with working iteratively, and are strong writers. Simple quantitative data analysis experience is a plus along with Excel and Keynote experience. Venture investing interns will learn how to use our systems and tools and will be coached on the skills needed to accomplish projects. Rising juniors or seniors are strongly preferred.

The Venture Investments Platform intern will work at the Emerson Collective office in Palo Alto.

Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills
- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.

- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.
- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

Location

- Palo Alto, California

Compensation

This is a paid internship that offers both housing and travel stipends.

Questions

Please direct any questions to internship@emersoncollective.com

Students: [Click here to apply](#)