Intern Role Briefs

In direct consultation and under supervision of Management, the following roles include the following sets of responsibilities:

1. Startup Performance Intern

- Conduct pre-cycle market research and competitive analysis for each startup's landscape.

- Scout for relevant mentors, coaches, consultants, and pitch night attendees according to startup needs.

- Assist validation-phase startups in building MVPs, generating leads for early adopters, and executing validation strategies.

- Support traction-phase startups in generating leads for customer acquisition and prospecting for partnerships.

- Draft weekly reports on startup business performance and needs.

- Point person for weekly 1-2-1 meetings.

- Compile Wednesday pitch night weekly feedback reports on startup pitch needs.

- Focus on KPI for each startup and monitor their evolution.

- Identify weaknesses in startup execution and offer potential solutions to improve performance.

- Identify business development opportunities for startups to deploy.

- Formulate Growth Hacks to improve the traction of the startups of the cycle.

2. Program Operations Intern

- Draft program operations calendar before the commencement of the cycle.

- Long term Cycle +1 programing of future cycle

- Research on entrepreneurship training and best practices

- Follow up and ensure commitment of speakers and facilitators.

- Compile and archive contacts of speakers and facilitators on Google Drive.

- Compile and archive content and decks for sessions on Google Drive.

- Support startups in creating their briefs and ensure consistency in layout and information.

- Compile and archive lists of Wednesday pitch night attendees on Google Drive.

- Support startups in preparing and delivering all required content for Product Day, Market Day, and Demo Day.

- Compile and archive Monday weekly meeting minutes on Google Drive.

- Calling partners when preparing for major events.

3. Startup Technology Intern

- Conduct research on latest trends and practices in UI and UX development.

- Conduct research on the latest trends and advancements in coding languages and stacks.

- Compiling a list of design tools / apps / online courses for UI/UX.

- Assist startups in both website back-end coding and front-end development.

- Draft weekly reports on startup technical performance and needs.

- Identify bugs and potential upgrades to the specific technology

- Create product roadmaps and implementation plans for startups to deploy

4. Data Analyst Intern

- This position is for candidates who love to play around with data and are hungry to learn

- Design and develop extensive database of entrepreneurs and startups

- Identify creative methods of data collection and data analysis

- Research, identify and collect data from multiple sources

- Consolidate and clean data to prepare for statistical analysis and visualization

- Analyze data to provide pertinent information to Country and HQ teams

- Provide research on topics including different business models and novel search techniques

- Produce quantitative and qualitative modeling related to startups and the Tunisian ecosystem

5. Startup Marketing Intern

In direct consultation and under supervision of the Marketing and Outreach Manager, the following role include the following sets of responsibilities:

- Identify and evaluate channels used for promotional and marketing purposes.

- Provide writing and editing support for all company communication including all promotional materials, press releases, website content, monthly newsletter and reports.

- Manage company online presence and develop content for outlets such as website, blog and social media channels.

- Live-cover company activities and events on various online channels.

- Manage presence on social networking sites.

- Monitor trends in social media tools, trends and applications.

- Keeping all social media channels up-to-date according to agreed update rate.

- Build long-term relationships with new and existing partners

Who is Flat6labs Tunis: Launched in 2016 by the Tunisian American Enterprise Fund (TAEF), Meninx Holding et la Banque Internationale Arabe de Tunisie (BIAT), Flat6Labs is a regional startup accelerator program and seed investment company that fosters and invests in bright and passionate entrepreneurs with cutting-edge ideas. It provides seed funding, strategic mentorship, a creative workspace, a multitude of perks and entrepreneurship focused business training. In addition, it directly supports startups through an expansive network of partner entities, mentors and investors. Flat6Labs has created an environment where entrepreneurs can advance their company in incredible pace and in a short period of time. Flat6Labs currently has accelerator programs and seed funds in Cairo, Jeddah, Abu Dhabi, Beirut, Tunis and Bahrain.

Qui est Flat6labs Tunis: Lancé en 2016 entre le Tunisian American Enterprise Fund (TAEF), Meninx Holding et la Banque Internationale Arabe de Tunisie, Flat6Labs est un programme et un fond d'amorçage visant à soutenir et à accélérer le lancement des startups tunisiennes. Le programme accueille des projets venant de divers secteurs axés sur l'innovation notamment l'éducation, l'énergie, les transports, les services financiers, les technologies de l'information et de la communication (TIC), l'électronique, les solutions industrielles et les solutions vertes. Tous les six mois, Flat6Labs Tunis sélectionne des entrepreneurs de toute la Tunisie pour leur offrir un financement de démarrage, un mentorat stratégique, un programme compétitif axé sur la connaissance du marché local, un coaching individuel, un espace de co-working et une multitude d'avantages, tous conçus pour aider les entreprises à leur constitution en Tunisie et à s'adapter aux marchés régionaux et mondiaux.