

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 programming 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 websites 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. Startup Marketing Intern

- 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.

5. Business Development Intern

- Identify potential needs for Flat6Labs, its operations and startups
- Conduct research to identify new markets, best practices and startup needs
- Approach potential partners to establish relationships
- Arrange meetings with prospective partners
- Prepare partnership contracts/agreements in English and French
- Keep record of partnership performance and metrics
- Provide trustworthy feedback from startups on partnership tools and services
- Build long-term relationships with new and existing partners

6. Data Analyst Intern

- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Implement Flat6Labs Data Strategy and platform
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems

- Identify, analyze, and interpret trends or patterns in complex data sets to formulate recommendations to management
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators
- Create data visualizations to describe data trends and key performance indicators
- Work with management to prioritize business and information needs to improve the quality of data gathered
- Locate and define new process improvement opportunities in information management

7. Program Scout Intern

- Develop and implement company strategies for sourcing top startups in line with Flat6Labs preset criteria.
- Identify and evaluate best channels for sourcing startups.
- Attend ecosystem events across the country including but not limited to Demo Days, Workshops, Conferences, Meetup Events...etc
- Develop and maintain relationships with startups and ecosystem stakeholders.
- Implement a tracking database, enabling Flat6Labs to have consistent startup pipeline visibility.
- Work collaboratively with the company team to ensure a seamless journey for startups from sourcing to graduation

- Create, maintain and update an ecosystem events calendar to be accessible for all team members.
- Support Flat6Labs startups throughout the program in multiple capacities.
- Ensure a constant increase in Flat6Labs startups' applications in coordination with the communications team.

Internship Benefits

- Get the chance to work with high potential for growth startups and bright entrepreneurs in the region.
- Engage in the buzzing startup community across the region.
- Work in an environment supporting creativity and proactivity