



Event Intern

Keiretsu Forum NW is seeking hardworking Event Interns for our exciting monthly schedule of events! This is a great position for someone who only has a few days each month to contribute but wants to gain valuable insight and experience in the startup and angel investing ecosystem. Event Interns may have opportunities for advancement if desired.

Details

Reports to: Meghan Sanford, Marketing and Events Coordinator AND/OR Chapter President

Duration: 3 months min. 6+ months preferred

Required Qualifications

- Ability to attend and support operations at large events each month. Events range all times of day but are usually Wednesdays or Thursdays during business hours. Event Interns are expected to contribute to 1-3 events per month (1 per month required).
- Access to a computer (laptop preferred), cell phone, reliable transportation (preferably a car due to events on Eastside).

Preferred Attributes

- Pursuing 4-year degree at university level.
- Desire to gain insight into successful startups, entrepreneurs, and angel investing.
- Professional, hardworking, friendly, team player.
- Natural sense of initiative and high attention to detail.

Tasks/Responsibilities

- Arrive early to events and leave late to assist with set-up, tear down, and overall event management including room setup, catering, registration, attendee questions, and room maintenance.
- Communicate with attendees, team, and vendors
- Maintain professionalism while being friendly, hospitable, attentive, and proactively helpful throughout events.
- Always seeking to improve event production logistics.

Benefits

- Gain firsthand insight into one of the most impactful angel groups in the Pacific NW
- Network with experienced angel investors and successful entrepreneurs
- Exposure to Keiretsu deal screenings, forums, socials, and educational events
- Firsthand access into the process by which start-up companies acquire funding
- Great resume booster for those interested in entrepreneurship or investment
- Event management and hospitality experience
- Unpaid position; opportunities for advancement if desire is demonstrated

Company Description: Keiretsu Forum Northwest

Founded in 2000, Keiretsu Forum is the world's largest angel investor network with over 1000 accredited investor members throughout 26 chapters on three continents. Since 2000, Keiretsu Members have invested more than \$285 million in startup companies. The Northwest Chapter was opened in 2005 and currently bolsters 6 Chapters, comprises over 250 active members, and evaluates hundreds of startup deals each year. In 2012, Keiretsu Forum NW Members invested \$20.1M in 34 promising startup companies, leading the region in angel group funding.



Application

Name: _____

Email: _____

Phone: _____ Desired start date: _____

Desired end date: _____ Desired hours per week: _____

Willing to work from home: Yes No

Do you have a car? Yes No

Preferred position (if known): _____

Why Keiretsu?

What interests you most about Keiretsu Forum?

What do you hope to learn?

Why You?

How will you be a beneficial addition to the Keiretsu team?

Do you have any specific skills or abilities that could help improve Keiretsu Forum?

Please email this form to meghan@keiretsuforum.com with a copy of your resume.