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# Position Description

# Tech Ranch Austin is the place where tech entrepreneurs come together to fill in the missing pieces and leverage the social capital of the community. Joining the Tech Ranch Community means having access to classes, workshops, mentorship programs, networking events, working and co-working space and especially the shared wisdom of the experienced entrepreneurs.

# Position: Business Operations Intern

**Location:**  Austin, TX

**Reports to:** Director of Operations

**Time Commitment:** 10-12 hours/week. (Minimum Commitment)

**Compensation:** Un-paid/Volunteer Position

**Responsibilities**

**Position Summary**

Tech Ranch Austin seeks an outstanding candidate for a Business Operations intern in the fast paced world of venture start ups. Intern candidates must be driven, self-motivated, and detail-oriented. The individual in this position will be given significant administrative and office management responsibility within the organization. This intern position is ideal for those with a “can do” attitude, strong administrative skills and an unwavering drive to play a vital role in day-to-day business activities.

**The Primary Responsibilities of the Business Operations Intern include:**

* **Routing general information requests to appropriate individuals and, when possible, respond to such requests directly and appropriately.**
* Receiving guests and distributing mail.
* Drafting, proofing and editing general correspondence for distribution as instructed.
* Responsible for general organization, managing office supplies, and office clean up.
* IT Systems point of contact, on-site IT as experience permits.
* **Providing assistance and support to the Tech Ranch CEO.**
* Assisting with Tech Ranch Austin event planning, registration and implementation.
* Other duties as assigned

**Qualifications:**

**There are ideally a number of skills and abilities this individual must possess in order to succeed in this role:**

* Detail-oriented with strong organizational skills.
* Team Player
* Customer service focus
* Excellent written and verbal communication skills.
* Easily adapts to changing priorities.
* Ability to work independently, and to effectively manage multiple tasks and needs.
* Experienced with general software applications (word, excel, and PowerPoint) and database management systems.
* Work Environment (Environment and conditions commonly associated with the performance of the functions of the job): The position will require occasional local travel off premises to work related meetings and events, as well as, being able to be flexible and comfortable in a variety of office and event environments. On occasion, may be asked to work late evenings and weekends.

**Education/Training:**

* College degree or experience preferred.
* High school diploma required.
* Must be at least 18 years of age.