**Northeast Ohio Student Venture Fund (“NEOSVF”) Interns**

About NEOSVF: Have you ever watched shark tank? The Northeast Ohio Student Venture Fund (NEOSVF; [www.neosvf.com](http://www.neosvf.com)) is a 501(c)(3) that allows students to be the sharks. We have made 12 investments to date. Students review executive summaries and select which companies should advance. The students then perform due diligence on those opportunities. At the end of the process, the students make recommendations to the NEOSVF board and if an opportunity is recommended and approved, real money is invested in the company. Following investment, NEOSVF works with portfolio companies to identify how it can further assist them with development. We have traditionally reviewed companies that are:

1. High tech;
2. Imagining, incubating, or demonstrating; and
3. Located in the Northeast Ohio geographic region.

**Fund Intern** (Paid Position, Commensurate with Experience)

Job responsibilities are relevant to accounting, finance, marketing, and sales:

* Work with treasurer to generate financial statements
* Invoicing and reimbursement assistance
* Developing relationships and giving presentations to interested people, including potential funders
* Participate in meetings with startups to determine next steps
* Work with the team on overall strategy and mission of the organization

If interested, submit a resume and brief cover letter to neosvffund@gmail.com.

**Social Media/Marketing Intern** (Paid Position, Commensurate with Experience)

Job responsibilities are relevant to marketing, sales, social media management, and public relations.

* Work with the Executive Director to expand NEOSVF’s market presence
* Engage with portfolio companies to create highlights
* Work on blog content and strategy
* Develop and execute a strategy for sharing our message with stakeholders
* Create other marketing content
* Work with the team on overall strategy and mission of the organization

If interested, please apply by submitting your resume and cover letter to neosvffund@gmail.com.

**Program Intern** (Paid Position, Commensurate with Experience)

Job responsibilities are relevant to program management, marketing, and public relations.

* Work with Executive Director to develop programming materials
* Brainstorm, plan, and execute additional meetings with NEOSVF chapters
* Master our current process and suggest changes
* Work with stakeholders on potential structural changes

If interested, please apply by submitting your resume and cover letter to neosvffund@gmail.com.