



Internship - Business Planning Program Graduate Outcome Tracking

Enterprise for Equity - Olympia, Washington

We are proud to offer emerging and existing entrepreneurs, veterans, creatives, makers, farmers, service-providers, and others in rural areas education, mentoring, technical assistance, and microloans to advance their skills and dreams in the areas of business development and financial well-being.

For over 20 years, we have worked with [incredible individuals](#) who have started and grown their dream businesses to create income for themselves and their families. We work with those who care deeply about their communities as well as the environment and value that our business development programs incorporate a strong triple bottom line focus (People, Planet, Prosperity).

We have a strong commitment to supporting those who have been historically marginalized and to growing our capacity to bring diversity, equity, and inclusion to our work. In this way, we hope to contribute to economically thriving, sustainable, and livable communities in the areas we serve: Thurston, Lewis, Mason, Wahkiakum, Pacific, Grays Harbor, Jefferson, Clallam, and rural Pierce counties.

We prioritize space for individuals who have limited incomes and have scholarships available. The cost of our programs is dependent on grant funding and the participant's household income.

We believe in providing spaces for communities of entrepreneurs. Almost all of our [business development programs](#) are taught in a classroom format (vs. one on one) as a way of bringing together people who are smart, strong, and resourceful to share and learn with and from one another along with our experienced trainers and mentors.

Hear from some [graduates](#) of E4E's business programs.

Internship Focus:

The intern will assist:

- the E4E Executive Director and Operations Manager in developing a framework for the collection and management of data related to participants in our primary programs
- in developing and collecting data (both qualitative and quantitative) through surveying program participants

- in reflecting on reported findings to support quality improvement and graduate engagement efforts
- Intern/s will need their own independent offsite work location although some office hours at our office will be necessary
- other duties as assigned

Desired qualifications

- Expressed interest in developing skills and tools used for collecting and analyzing different types of data
- Must be highly organized
- Some demonstrated ability to use, navigate, and develop spreadsheets
- Demonstrated ability to communicate effectively in a professional, clear, and timely manner using multiple types of communication
- Reliable, trustworthy, and proven ability to follow through
- Experienced with Microsoft and Google Workspace tools
- Demonstrated ability to work independently and collaboratively
- Demonstrated strong written and verbal communication skills
- Demonstrated ability to connect effectively with others for the purpose of having meaningful, in-depth conversations
- Ability to professionally handle confidential information