

**We are hiring**

## **Internship: Management Support**

**Location: Vienna | Start: asap**

Female Founders is looking for an intern to support our leadership team in their day to day operations. We'd love to onboard a passionate and ambitious person who shares our mission to create a pan-European ecosystem for female entrepreneurial minds.

### **What we offer:**

- flexible working hours (home office has always been a thing for us)
- an experienced, fun, and extremely passionate team of business professionals (check out our Insta-stories for a glimpse)
- a nice office next to the yummiest restaurants (Honu Tiki Bowls, we love you!)
- an international network of experts, investors, and visionary minds
- regular team events (that are mostly related to food)
- the chance to shape society and economy with us
- a steep learning curve and a deep dive into the European startup ecosystem
- networking with startups and investors from all over Europe

### **What you'll do:**

- support our leadership team in relevant day to day operations (nope, not booking flights or getting coffee ;)
- ensure that our startups, customers, and partners have the best experience in every interaction with us and our programs
- manage information and data (if you enjoy working with spreadsheets → awesome, we can't wait to meet you)
- communicate a lot (via mail etc.) with our startup teams, partners & friends. In many cases you'll be the main point of contact for them, so you should enjoy communicating online (creativity, precision & love for detail is key here)
- prepare documents and presentations. Our leadership team needs a lot of sales and marketing materials and you are supposed to become their PowerPoint mastermind.
- spend most of your time with our two founders, which means you'll get deep insights into building a business, team management and leadership

### **Who we are looking for**

In a dynamic environment like ours, flexibility, fast-thinking, and execution are key. Apart from core skills (you should be used to working with Google Drive, Microsoft Office, Slack, and other common tools), we're looking for someone who fits the current team: We're a bunch of creative, motivated, and hard-working people that really want to change the game and are therefore willing to go the extra mile. Still, we encourage each

other to keep balance and take care of ourselves. And above all: we love to have fun (which you'll find out rather quickly ;)

Please note that this is currently an unpaid internship position with the opportunity to get more involved. We truly believe in the professional and personal development of the people we are working with, so 90% of our long term team started out as interns as well.

We believe in equal opportunities for everyone and embracing diversity and inclusion is part of our mission. We want to encourage applicants with diverse backgrounds to apply to join the entrepreneurship world. We process all applications without regard to gender, nationality, race, color, religion, age, disability status, sexual orientation, or marital status.

If you want to work with us, get in touch via [hi@femalefounders.at](mailto:hi@femalefounders.at)

### About Female Founders

Female Founders is a non-profit organization based in Vienna, Austria, that started in 2016 with a small meetup series for 50 women. The organization grew quickly and started to run several mentoring programs (with 200+ applications each), summer bootcamps for entrepreneurs, and different types of events with an average attendance of 100+ people. In 2019, an accelerator program for female-led ventures (330+ applications to date) and a program for female digital leaders was launched. 2020 brought some major changes to the organization, which we'd love to share when we get to know each other.

**We are looking forward to meeting you!**