**Village Capital Fall Internship**

**Send resumes and cover letter to Shadea.mitchell(at)kentuckianaworks.org**

**Desired Candidate Attributes:**
Creative, Curious, Personable

**Company Culture:**
Community-oriented, Driven, Fast-paced

**About The Company |** [**http://www.vilcap.com/**](http://www.vilcap.com/)

Village Capital finds, trains and funds entrepreneurs solving global challenges. Our program in Louisville focuses on agriculture entrepreneurs, however we are looking into creating a local program for local ventures in any sector making an impact in the Louisville community.

**Desired Special Skills:**

Needs strong knowledge of social media (Twitter, LinkedIn specifically) and should have an interest or experience in any of the following: social entrepreneurship, agriculture and/or the Louisville community.

**Internship Responsibilities**

Assist Village Capital associate in identifying candidates, mentors and partners as well as helping with outreach and promotion of programs. Logistical help also needed in executing our training program.

**Positions Components**

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| The focus of this job is on achieving accurate and timely results that support established organizational standards. **Drive, determination, and taking responsibility for assuring company policies and procedures are correctly followed are necessary qualities for successful job performance.** The job environment is structured and job expectations are well defined, supported by job training and on the job experience. While the pace of the work is faster than average, the timeliness and quality of results is never compromised. **An active, positive response to a variety of challenges and time pressures is also required.**  The nature of the work requires quick decision-making, based on knowledge of pertinent information and an intention to reduce risk factors as much as possible. Careful, critical analysis of new ideas or innovations is important to assure any changes align with and support established practices. Firm decisions that support established policies and procedures need to be implemented in an authoritative manner. **The job requires getting things done quickly and handling a variety of activities within a well-defined job scope.** Because of the fast pace of the work, it is important that job related knowledge and responsibilities be learned and mastered quickly and thoroughly. It is expected that communication will be factual and authoritative, focused on continual problem solving to overcome any obstacles to achieving high quality, timely results. If the job requires delegation to others, it will be important to provide staff with a positive, supportive environment in which they can learn the tasks and procedures necessary to meet quality standards. The job environment provides recognition and reward for steady broadening of responsibilities based on initiative, proven competence and adherence to well established business practices. |

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|  **JOB CHARACTERISTICS** |
|  **Pace and Variety of Activities** |
| * Sense of urgency to achieve timely, quality results
* Varied activities
* Fast-paced environment
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| **Focus** |
| * Technical, analytical focus
* Work within established standards and guidelines
* Expertise-based problem solving
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|  **Decision-Making** |
| * Pro-active, problem solving orientation
* Minimize risk
* Authoritative, quick decision making based on knowledge and experience
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|  **Communication and Collaboration** |
| * Communication is task based and factual
* Minimal collaboration is required, when it is, it is task or technically focused
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|  **Delegation and Leadership Style** |
| * Authoritative leadership based on specialized expertise, knowledge of systems
* Directive leadership to meet established quality and time standards
* Some delegation of routine details is necessary, with opportunity for close follow up
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