



SUMMER PROGRAM INTERN

SUMMER 2018 | PAID POSITION + TRAVEL PERKS

COMPANY OVERVIEW:

We believe that every person has potential. The potential to create, disrupt and thrive. But for that potential to be fully realized it needs to be affirmed and developed starting at an early age.

At Quarter Zero, we exist to help young people power their potential. We do this by creating a immersive, real-world entrepreneurial environment where high school students can work hand-in-hand with top industry advisors to shape and guide their passions and ideas. Our learning and development experiences challenge our participants to become problem solvers, equipped with the skills to thrive in a competitive and rapidly changing world.

CATAPULT INCUBATOR:

Our upcoming Catapult Incubators will bring together 100 of the brightest high school students from around the country. The Incubators meet 3 times, each time in a different city: Silicon Valley, Chicago, New York City. Participants spend 7-weeks building a business, working with advisors, acquiring customers, and learning the in's and out's of a startup. Under the guidance of our dynamic advisor network and with instruction from our experienced facilitator and specialist speakers, they'll work on launching their startup ideas.

We're looking for four enthusiastic, motivated, self starter interns to provide critical support to Quarter Zero staff, participants, speakers and advisors for both cohorts of the Incubator.

ABOUT THE ROLE:

The Summer Program Intern will have the opportunity to gain significant exposure to the inner workings of Quarter Zero, a scaling startup. As an intern of our flagship program, you will be able to witness everything that happens behind the scenes, the decision making process our staff goes through, and how to best support young entrepreneurs. In addition, you will hear speakers from a range of backgrounds and industries, visit four different hubs of innovation around the country, and work alongside Quarter Zero's advisor network.

The role will involve both in-person assistance while programming is in session and virtual assistance of student ventures. Days may include a combination of in-person support for one Incubator cohort & virtual support for the other Incubator cohort. The role will include the following components:

Program Counselor: A key aspect of the role includes supervising and chaperoning QØ participants during the Incubator sessions.

- Monitor participant safety during transportation, hotel stays, check-ins, etc.
- Be available for "on-duty" night responsibilities at the hotel for participant emergencies.
- Ensure participants ascribe to QØ philosophy, standards, and rules.



Logistics Support: In order to run a successful program, the QØ staff will need critical logistical support.

- Setup, arrange, breakdown, and clean programming locations (ex: banners, furniture, supplies, etc.).
- Work with caterers to layout, organize, and serve meals.
- Take on ad hoc tasks such as printing, picking up supplies, escorting participants, etc.

Project Management: Each Program Intern will manage 4-6 ventures (~25 participants total) & keep pulse on how the experience is going.

- Manage and support startups by ensuring deadlines are met, meetings are attended, deliverables are executed, etc.
- Catch issues early before they arise (team dynamics, participant conflict, etc.) and work with QØ team to support participants.
- Frequently run check-ins with individual participants and teams, providing feedback to Quarter Zero staff on the progress and satisfaction of participants.

QUALIFICATIONS AND SKILLS:

- Experience working in events, camps, or a similar high intensity environment.
- Experience working with youth, and an interest in developing the next generation of entrepreneurs.
- High emotional intelligence with an ability to connect with high school students and read social cues.
- Superior organizational and project management skills.
- Please note that preference will be given to applicants who are:
 - First aid and CPR trained and certified.
 - College juniors, seniors, and recent grads (or in a comparable scenario).

CULTURE:

Quarter Zero is a fast-paced startup run by a small and nimble team. We work hard because we believe in our mission, but we also work smart because we believe in efficiency. The Catapult Incubator programs are high intensity and fast paced, with multiple moving parts, competing demands, early mornings, and late nights. Our participants are working hard and we owe it to them to work even harder to ensure a life changing experience. We're looking for someone who thrives in this type of environment, is up for the challenge and is willing to roll up their sleeves.

At Quarter Zero, we are committed to diversity both in our programs and in our company.

We're looking for someone who has:

- A strong interest in startups, social impact, and youth development.
- An ability to work with a range of people from a diverse set of backgrounds (participants, parents, educators, advisors, vendors, etc.).
- Ownership and self-sufficiency. We value those who can be independent, make smart decisions on the fly, and be highly adaptable.
- Humbleness and a willingness to do a range of tasks from big to small. This is a small startup so every day is different and no job is below any of us.
- The appetite to work hard, be dependable, and be responsible.
- A high level of energy and enthusiasm who can motivate others.
- A love for travel. This position is heavily travel-based with plenty of planes and hotels.
- A great sense of humor! We love a good laugh and a jovial spirit.



LOCATION & DATES:

The Summer Program Intern will be given the opportunity to travel to four hubs of entrepreneurship for training and in-person programming.

The Summer Program Intern will be engaged on a short term basis - from **Thursday, June 14 - Friday, August 3**. Due to the nature of the program, interns must be able to commit to the entirety of the schedule outlined below. We do not recommend holding another internship or large commitment during your QØ engagement.

Dates	City	Detail
Thursday, June 14 - Sunday, June 17	Atlanta, GA	Team Training at Startup Bootcamp Atlanta
Sunday, June 17 - Friday, June 29*	Silicon Valley, CA	Incubator A Break In Between Sessions* Incubator B
Friday, June 29 - Saturday, July 7	Intern's "Homebase"	Virtual Support of Incubator A & B
Sunday, July 8 - Friday, July 20*	Chicago, IL	Incubator A Break In Between Sessions* Incubator B
Friday, July 20 - Friday, August 3*	New York City, NY	Break Before NYC Session* Incubator A Break In Between Sessions* Incubator B

***Note:** As a perk, QØ is providing housing for four break weekends in between programming sessions. During this time (Friday afternoon - Sunday afternoon), Summer Program Interns will have far fewer responsibilities and can take time to rest & enjoy the city they are visiting. Note the exception is the virtual support week when all Summer Programs return to their respective "homebases."

PERKS:

- **Travel The Country:** An opportunity to travel to 4 major entrepreneurial hubs! While programs are in session, all housing, transportation, and meals are covered. Additionally, housing will be provided for four break weekends to enjoy the city.
- **Access The Network:** A chance to visit top startup offices and to interact closely with top industry experts.
- **Grow With Us:** You'll be given a vast amount of responsibility & independence. We want this to be an opportunity for you to learn and grow in your own professional journey.
- **Social Impact:** We operate as a social enterprise and love that our work impacts the next generation of entrepreneurs & startups.

NOTE: Due to the close proximity to minors, candidates being considered for the position will be required to pass a criminal background check during the interview process.

Please email JoinOurTeam@QuarterZero.com with your cover letter (300 words max) and resume to apply to this role.