



## **INTERN/VOLUNTEER POSITION SUMMARY**

### **1. COMPANY DESCRIPTION**

African Business Enablers, LLC (A.B.E.N.) is a Virginia registered veteran-owned consulting startup that seeks to improve the flow of capital to African businesses. Its goal is to become the leading clearinghouse for Africa-based bankable projects. The startup is still in the proof-of-concept stage and is interested in recruiting one or two volunteers/interns to help write business plans and attract investors.

ABEN's process is straightforward: 1) attract business projects with potential; 2) repackage projects and make them appealing to investors; and 3) find the best investor for the projects.

### **2. YOUR EXPECTATIONS**

This internship will provide you with the opportunity to learn about startup culture up close. It will also give you a better understanding of foreign direct investment in different African countries. You will work on projects that give you hands-on experience with writing business plans, investment plans, project management, business analysis, quality assurance, and database management. This opportunity will sharpen your communication and problem-solving skills in an informal startup business environment.

### **3. OUR EXPECTATIONS**

We expect you to be flexible, motivated and proactive. You will work collaboratively with team members and clients in different countries. We want you to actively participate in online discussions, decisions and all project activity. Open-mindedness is a virtue in this setting. We expect you to be willing to learn and be open to new ways of doing things. You will work as part of a team and as an individual. You will be engaged and should take pride in your work.

#### 4. ARE YOU THE RIGHT MATCH?

We are looking for interns who are:

- ❖ Africa-focused: should have a desire to learn about Africa. At a minimum, you should have a working knowledge of the different countries of the continent and their people.
- ❖ Adaptable: You should be able to react positively to fluid and unspecified business situations. Easily adapting to different roles on the team (leader, follower or passive participant) is critical.
- ❖ Communication: You should be comfortable making a cold-call, doing impromptu presentations, elevator pitches, or de-escalating irate callers.
- ❖ Self-directed: You must be able to complete projects with limited supervision. Your ability to take ownership and ask for help when needed is also critical.
- ❖ Research: Minimal research takes place but we expect you to be intellectually curious enough to conduct basic research like finding background information and identifying key personnel/influencers in organizations across cultures.
- ❖ Database Management: How comfortable are you building email list?. We might require you to manage investors, clients, and other databases on Excel.

#### **NOTE:**

1. This ad is for an unpaid part-time, volunteer position in a startup.
2. No daily routine. If selected, you will have to personally come up with a plan that works with your availability and internship requirements.
3. Expect to sign a non-disclosure agreement upon joining the team because our clients have proprietary information/systems that could negatively impact their bottom line if compromised.
4. Duration and timeline are intern specific.
5. Only candidates interested in working remotely (online) should apply.
6. Face-to-face meetings, mentoring and coaching sessions will be arranged on an as-needed basis.
7. Work experience verification can be provided at the conclusion of the internship.