



TITLE: Business Operations & Development Intern

LOCATION: Salt Lake City, UT

START DATE: January 2020

BACKGROUND: Founded in 1933, the International Rescue Committee is a leading, non-sectarian, non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services, and advocacy for refugees and victims of oppression or violent conflict. Domestically, our 24 offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency. The Spice Kitchen Incubator is a program of the International Rescue Committee in Salt Lake City that helps refugees, immigrants and people of low-to-moderate income start their own food businesses.

SCOPE OF INTERN WORK: This intern will support the International Rescue Committee in Salt Lake City's Spice Kitchen Incubator program, a food business incubator program supporting new American and low-to-moderate income entrepreneurs. The volunteer will assist in providing existing businesses with guidance in business operations, such as preparing business registration renewals, property and income tax form preparation, applying for appropriate insurance, and scheduling health inspections. This position will also include maintaining a calendar for all license/permit renewals as well as guides to teach entrepreneurs the above operational processes. This intern may also work closely with the Food Business Scale-Up AmeriCorps VISTA on expanding opportunities to food truck entrepreneurs and packaged food vendors, ultimately creating more opportunities for entrepreneurs to grow their businesses and better provide for themselves and their families.

RESPONSIBILITIES:

The Business Operations & Development Intern will primarily be responsible for the following:

1. Assist with scheduling and completing business registration renewals, various tax forms, insurance policy applications, and special event applications with entrepreneurs
2. Create culturally and linguistically appropriate guides to facilitate teaching entrepreneurs these processes, including regular due dates and estimated costs associated with different permits, licenses, and applications
3. Create and implement a scheduling system for staff and entrepreneurs to see upcoming renewal deadlines and due dates
4. Research potential vending locations for food trucks and packaged food vendors, record information in useful and intuitive database, conduct outreach and build relationships between Spice Kitchen and these organizations as needed.
 - a. In particular, may develop relationships with organizations interested in piloting new products and vendors. Coordinating the business at these locations will be incorporated as part of Spice Kitchen's overall onboarding and planning process for new food trucks and packaged food producers in the program.
5. Work with Spice staff to complete additional business and kitchen operational tasks as needed

REQUIREMENTS:

- High school graduate and currently enrolled in/recent graduate of a 4 year accredited institution.
- Culturally competent individual committed to working with vulnerable communities.
- Previous experience in business development, research, database management, outreach or office assistant/administration required. Knowledge of the food business industry and local communities in Utah preferred.
- Strong phone, computer and research skills



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- Excellent interpersonal skills, with ability to initiate and develop relationships with contacts in the community.
- Ideally suited for a candidate who is highly organized and detail-oriented, but also creative and flexible.

This position is at least 20 hours/week for at least 12 weeks, and is voluntary (unpaid)

This position reports to Casidhe Holland, Spice Kitchen Incubator Program Coordinator. Email casidhe.holland@rescue.org with a resume (required) and cover letter (optional).

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.