



CROATAN  
INSTITUTE

## Operations and Technology Intern

### About the position:

Croatan Institute is an independent nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy. In 2018, after years of engagement with professionals of color working on racial equity issues, the Racial Equity, Economics, Finance, and Sustainability (REEFS) program and its advisory board were formalized. REEFS focuses on three pillars of work: (1) enhancing investor decisions; (2) expanding the BIPOC pipeline; and (3) supporting financial health in communities of color.

The REEFS program is launching the pilot of BIPOC Leaders Advancing an Inclusive and Sustainable Economy (BLAISE). Through this project, we aim to diversify the sustainable, responsible, and impact investing industries by increasing the participation of undergraduate students identifying as Black, Indigenous, and other people of color (BIPOC).

For summer 2023, the Institute is seeking three individuals to participate in a 6-week internship, working 40-hours per week. Each intern will receive a stipend of \$5500 and will participate in educational lunch-and-learns, including two sessions on strategies for budgeting and student loan debt management. The internship will begin with an abridged educational course on ESG and impact investing with a racial equity lens.

### Basic purpose:

The Operations and Technology Intern will develop an understanding of the overall concept of Croatan, including our mission statement and how we work. They will support the team with integrating and streamlining systems. Tasks could include assisting with Salesforce (CRM) implementation, standardizing our content on external websites, and supporting strategic planning working groups including the Equity and Justice Committee.

### Intern Job Responsibilities:

- Work closely with staff member
- Accept designated projects
- Have working knowledge of how to use and update databases
- Performing clerical duties
- Job shadowing
- Learning technical skills related to the industry

Interns will also have the option to participate in Croatan's Investment Subcommittee meetings and activities.

### Work Hours & Benefits

Six-week paid internship over summer 2023.

### Intern Qualifications / Skills:

- Must be a BIPOC student
- Pursuing a Bachelor's degree in Business, Economics, Sustainability, Education, Communications or other CSR related degrees
- Entering junior or senior year of college undergraduate program in Fall 2023
- Possess strong analytical and research skills
- Experience with MS Office, Google Suite, CRM (customer relationship management) software, database management, or the willingness to learn
- Have enthusiasm to learn
- Interested in the sustainable, responsible and impact investing field

### How to apply

Candidates should complete this [form](#) and upload a resume and list of three references.

Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-March, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please. For more information about Croatan Institute, please visit <https://croataninstitute.org/blaise/>.