

## Brinc Operations Intern

### About the Role

We are seeking a highly motivated and organized intern to join our operations team at Brinc.io Accelerator in Hong Kong. This internship offers a unique opportunity to gain valuable experience in the exciting world of startup acceleration.

### Responsibilities

- **Support the Operations Manager:** Assist the Operations Manager with a variety of tasks, including:
  - Managing databases and workflows using Airtable as the primary platform.
  - Organizing and maintaining project data for startups within the accelerator program.
  - Scheduling meetings, managing calendars, and handling travel arrangements for the team.
  - Preparing reports and presentations related to program operations.
  - Assisting with onboarding new startups and managing their needs within the program.
- **Project Management:**
  - Demonstrate strong project management skills, ensuring projects stay on track and deadlines are met.
  - Utilize various project management tools (beyond Airtable) to effectively organize and track progress.
- **Communication and Collaboration:**
  - Communicate effectively with internal and external stakeholders, including startups, mentors, and investors.
  - Maintain a professional and organized work environment.
  - Be a team player and collaborate effectively with colleagues.

### Qualifications

- Currently enrolled in a bachelor's degree program (preferably business administration, engineering, or a related field)
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Airtable and other project management tools (e.g., Clickup)
- Familiarity with startup ecosystems a plus
- Ability to work independently and as part of a team
- Fluent in English (both written and spoken) - additional language skills a plus
- Strong attention to detail and accuracy
- Eager to learn and contribute to a fast-paced environment

### Benefits

- Gain valuable experience working in a dynamic startup environment
- Learn from experienced mentors and investors
- Network with a global community of entrepreneurs
- Contribute to the success of Brinc's accelerator program

# Data Analyst Intern

## About Brinc

Brinc is a global venture capital firm and accelerator program empowering innovative startups tackling global challenges. We focus on early-stage ventures with high-growth potential, providing funding, mentorship, and a network to fuel success. Our mission is to foster collaboration in carbon removal technologies but also invest in a range of sustainability-focused sectors. Brinc offers startups valuable resources like funding, mentorship, workshops, and connections to industry leaders, all designed to accelerate their journey and make a positive global impact.

## About The Role

We are hiring a detail-oriented data analyst intern to join us on the Accelerator team to support Brinc's Climate Tech accelerator program focusing on agrifood, carbon removal (CDR) and industrial decarbonization.

## Key Responsibilities

Under the direction of the Associate Program Manager (APM), the intern will play a crucial role in ensuring data accuracy, integrity, and efficiency, contributing to our mission of driving data-driven decision-making within the organization. This internship offers a unique opportunity to gain hands-on experience in data analysis, data cleaning, and database management using tools like Airtable.

- **Data collection and cleaning:** Collect, clean, and preprocess datasets from various sources to ensure data accuracy and consistency.
- **Data analysis:** Perform data analysis to identify trends, patterns, and insights that support business decision-making.
- **Database management:** Assist in the setup, management, and optimization of Airtable databases, ensuring efficient data organization and retrieval.
- **Data infrastructure:** Building data infrastructure to optimize the management of investor, startup and external partner data.
- **Documentation:** Develop and maintain documentation for data processes, cleaning procedures, and database workflows.
- **Collaboration:** Work closely with cross-functional teams to understand data needs, propose strategy to automate accelerator operational workflows, and support ad-hoc data-related projects.

## Requirements

Ideally, you are/have:

- Currently pursuing a degree in Data Science, Statistics, Information Technology, Business Administration, or a related field.
- Familiarity with data analysis and visualization tools (e.g., Excel).
- Experience with Airtable or similar database management tools is a plus.
- Excellent analytical and problem-solving skills.
- Effective communication skills and ability to work collaboratively in a team environment.
- Eagerness to learn and adapt to new technologies and processes.

- Interest in Climate Technology

## **Marketing Intern**

**Timeframe** - [Please insert]

**Salary** - [Please insert]

**Working Hours** - 9am - 6pm

### **About Brinc:**

Brinc is a global venture firm that combines accelerators, funds, and a worldwide network to drive the success of entrepreneurs building the defining companies of tomorrow. Through active engagement with startups that contribute positively to humankind and the planet, we seek investment opportunities with the objective to enhance long-term value creation, generate attractive financial returns and drive societal, environmental, and technological innovation.

We have offices globally across major emerging entrepreneurial hubs, including Hong Kong, Bahrain, China, India and Singapore. To date, we have invested in and supported the growth of more than 200 startups that demonstrably contribute to the UN's Sustainable Development Goals (SDGs), solving global challenges across Food & Water Security, Healthcare, Climate Change, Urbanization, Connectivity, Transportation and Financial Inclusion. Over the next 5 years, we'll invest in at least 1,000 new companies, furthering our efforts to support more entrepreneurs that are dedicated to solving the world's toughest challenges.

### **About the Role:**

As a Marketing Intern, you will have the opportunity to gain hands-on experience in various aspects of marketing, working closely with our seasoned marketing team. This role is ideal for someone looking to develop their marketing skills and gain exposure to different marketing functions, including digital marketing, content creation, social media management, and market research.

Throughout your internship, you will have the opportunity to work on real-world projects, collaborate with cross-functional teams, and attend team meetings and training sessions. Our goal is to provide you with a comprehensive learning experience that prepares you for a successful career in marketing.

**Key Responsibilities:**

- **Assist in Campaign Development:** Support the planning and execution of marketing campaigns across various channels, including email, social media, and digital advertising.
- **Content Creation:** Help create engaging content for our website, blog, and social media platforms to enhance our brand presence and engage our audience.
- **Social Media Management:** Monitor and manage our social media accounts, including posting updates, responding to comments, and analyzing engagement metrics.
- **Market Research:** Conduct research on industry trends, competitor analysis, and customer preferences to inform marketing strategies.
- **Event Support:** Assist in the planning and execution of marketing events, webinars, and promotional activities.
- **Administrative Tasks:** Provide general administrative support to the marketing team, including data entry, report generation, and project coordination.

*(the above list is not exhaustive and subject to change)*

**Requirements:**

- Currently pursuing a degree in Marketing, Communications, Events or a related field.
- Strong written and verbal communication skills.
- Fluent in writing and speaking English
- Basic understanding of marketing principles and digital marketing tools.
- Proficiency in Google Suite (Docs, Sheets, Slides) and familiarity with social media platforms (Instagram, Facebook, LinkedIn, X (Twitter))
- Creative mindset with an eagerness to learn and contribute to team projects.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience with creative software - Canva, Adobe Creative Cloud (Illustrator, InDesign, Photoshop) is a plus

**Application Form:**

- Do you have experience in digital marketing? YES OR NO

- Do you have experience in working with startups, accelerators, incubators or venture capital of any sort? PARAGRAPH
- Do you have experience in hosting events? YES OR NO
- If you do, please expand on the above. PARAGRAPH
- Do you speak and write English natively? YES OR NO
- Why do you want to work at Brinc? PARAGRAPH
- Please state the number of hours you would be available on a weekly basis between September and December 2024. PARAGRAPH
- Do you hold legal work authorization in Hong Kong? YES OR NO
- What is your earliest availability to start?

**Video Questions:**

1. Can you tell us about yourself and your interest in marketing?
2. What specific skills or experiences do you bring that make you a good fit for this internship?
3. Describe a marketing project or campaign you worked on. What was your role, and what were the outcomes?
4. From your initial review, what would be the top three things you would want to work on to improve Brinc's social presence today?
5. What do you hope to learn or achieve during this internship?

**Interview structure (for shortlisted candidates):**

- 1st round: video questions (complete within 3-5 days)
- 2nd round: HR round
- 3rd round: Merie
- Offer