



PROGRAM OPERATIONS INTERN

About Smart Columbus

Smart Columbus, an entity of the Columbus Partnership, is an agile, collaborative innovation lab that serves the Columbus Region by anticipating and advancing what is new and next at the intersection of technology and community good.

We seek to increase access to opportunity and an improved quality of life by promoting thought leadership on the future of cities, fostering an ecosystem of regional partners, and deploying human-centered technology in mobility, sustainability, digitalization, and urban technologies.

The Role

The Program Operations Intern will support the design and implementation of key programmatic initiatives that advance the Columbus Region's sustainability and digitalization goals. This role will work across different domains such as business operations, community engagement, design research and project management to support our cross-functional team in delivering community-driven results.

You

The ideal candidate is eager to learn about the inner workings of community impact projects in a nonprofit setting. You are willing to learn, take on new challenges, and work both independently and as part of a team. Topics such as sustainability, digital equity and community development excite you.

Reports to

Director of Operations

Essential duties and responsibilities

- Assist team with program evaluation activities such as disseminating surveys, collecting data collection, and summarizing feedback
- Conduct research projects, organize information and share findings with the team
- Assist in the creation of program-related templates, decks, and toolkits
- Support team members by updating databases, contact lists, and program calendars as well as maintaining up to date files
- Assist with project management by tracking deadlines, updating our project management system, attending meetings and recording action items
- Provide logistical support for program-related events, meetings, and workshops
- Prepare and print materials such as name tags, worksheets, and printouts
- Additional tasks as needed

Skills and qualifications

- Undergraduate junior/senior or graduate student in a post-secondary program, or someone with equivalent experience meeting qualifications
- Experience working in Google Workspace, Microsoft 365
- Professional demeanor and practices good judgment
- Efficient, resourceful, reliable, adaptable,
- Excellent written and verbal communication skills
- Extremely organized and pays close attention to details

- Ability to work independently and with a team
- Interest in non-profit initiatives and innovation/technology
- Positive-minded with a forward-thinking approach to projects and problem solving

We Offer

- Unique opportunity in an award-winning, entrepreneurial nonprofit located on the Scioto Mile.
- A team of teams. Smart Columbus is an entity of the Columbus Partnership, providing team members an opportunity to be a part of a bigger enterprise and connected to the work of the Columbus Partnership and One Columbus.
- Energetic and collaborative team passionate about making a difference in the community.
- Professional development opportunities.

To Apply

Tell us what excited you most about this position and attach your resume in an email to careers@smartcolumbus.com. Applications will be reviewed on a rolling basis.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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