



## Fall/Winter Internship – Early-Stage Venture Fund

**Location:** Remote/Flexible

### About C2 Ventures

C2 Ventures (“C2V”) is an early stage, New York based venture capital fund manager. Our approach to supporting founders and early-stage companies is grounded in our fundamental belief that involving experienced operators in the early stages of a startup, enables its founder(s) to maximize limited resources as they establish the foundation for sustainable scalability, reach critical proof points expected at subsequent funding rounds and avoid common pitfalls that lead to most early-stage startup failures.

### The Role

There is no better time to join C2 Ventures, following the launch of our second early-stage fund in June. As we continue to invest these funds and support our portfolio companies, we are looking for high quality interns to support our deal flow pipeline administration, founder communications, social media accounts, newsletters, and deal diligence activities.

The ideal candidate is analytical, results-oriented, and an excellent written and oral communicator. We look for teammates who are curious, proactive, self-starters, both eager to learn, and willing to challenge us to continually improve. This is an incredible opportunity to help an emerging VC scale our business and expand our investment platform, gaining exposure to and learning all aspects of the business.

### *You’re the right person for this role if you are:*

- An excellent written and oral communicator, with experience dealing with both internal personnel and external investors, clients and service providers
- A versatile player, as comfortable managing client communications as working on internal projects
- Highly organized, task-focused and detail-oriented
- Excited by the challenge of learning the venture and startup worlds on the fly, from the inside of a firm that operates in multiple parts of the ecosystem
- Proactive, inquisitive, positive, and collaborative
- Comfortable working on both highly structured and more open-ended projects, and executing against ambitious goals (we have a lot to do and only a few people to do it)
- A team player with a hands-on mentality and a ‘no task is too small’ attitude

### *How to Apply*

Please reply to our posting with your resume along with any relevant work or additional background information.

*We are proud to be an equal opportunity workplace committed to building a team culture that celebrates diversity and inclusion.*