

Advanced Entrepreneurship Program Coordinator (Internship)

Job Description: Full-time Internship | Fall-Winter 2025.

🌟 About the Role

Are you passionate about supporting newcomers and entrepreneurs?

We are seeking a proactive and entrepreneurial **Program Intern** to support the development and delivery of Forward·Inc's **Advanced Entrepreneurship Programs**. In this role, you'll work closely with the Advanced Program Associate and the wider Programs Team to design, coordinate, and execute initiatives that empower **newcomer entrepreneurs** as they scale their businesses.

This program is specifically focused on helping entrepreneurs **grow their customer base, increase revenue, and refine their marketing and sales strategies**.

This is a hands-on position that combines **program coordination, curriculum design, and direct entrepreneur engagement**. You'll gain practical experience in program management while making a real impact on the **growth and scalability of ambitious businesses**.

Organisation

Forward·Inc is an Amsterdam-based, internationally operating organisation helping newcomers pursue their entrepreneurial dreams. We empower them to launch, grow, fund, and sustain their own businesses. We believe in the incredible talent of people with refugee backgrounds, their value to society, and their potential to build bridges across communities

Job Type: Full-time internship (40 hrs/week)

Duration: October 2025 - March 2026 (6 months)

🚀 Your Job

Advanced Entrepreneurship Programs Coordination

- Partner with the Advanced Program Associate and wider Programs team to manage advanced entrepreneurship initiatives, actively doing tasks across planning, execution, and evaluation.
- Facilitate workshops during the program cycle
- Keep program documentation up to date

Entrepreneur Engagement and Program Design

- Conduct outreach and one-on-one consultations with newcomer entrepreneurs to assess their needs and growth objectives.
- Guide, engage, and build a connection with the entrepreneurs to help them identify their pain points and solutions to address them

Alumni and Event Support

- Manage alumni and cohort communications, including newsletters, updates, and event invitations.
- Coordinate logistics and provide hands-on support for events, including marketing, public relations, and attendee engagement.

Program Impact and Reporting

- Support creating detailed evaluation reports with clear metrics and actionable insights for continuous program improvement.
- Establish a feedback loop with stakeholders to refine offerings and align with their evolving needs.

What makes you the perfect candidate?

- **You're a natural organiser:** You enjoy bringing structure to projects, keeping track of moving parts, and ensuring nothing slips through the cracks.
- **You thrive on collaboration:** You love working with people from diverse backgrounds and can build meaningful connections with entrepreneurs, trainers, and partners alike.
- **You combine strategy with action:** You don't just generate ideas, you're eager to roll up your sleeves and provide hands-on support to make them happen.
- **You're adaptable and resourceful:** You stay calm when plans shift, find solutions quickly, and make the most of available resources.
- **You're detail-driven:** From workshop logistics to program reports, you take pride in producing clear, accurate, and well-prepared work.
- **You care deeply about impact:** You're motivated by helping newcomer entrepreneurs succeed and see their growth as your success too.


Requirements

- You are allowed to work in the Netherlands as an Intern
- You are available for a full-time position from October '25 until March '26
- You have a finished BSc or MSc degree in business or entrepreneurship, or a demonstrable interest in entrepreneurship.

- You are tech savvy and proficient in using Canva and G-suite (experience with Slack and Monday.com is a plus)
- Passion for entrepreneurship & growth
- You have a proactive, entrepreneurial, results-oriented attitude with an ability to work effectively in a fast-paced organisation
- We strongly prefer that you live within one hour commuting distance of Amsterdam or Rotterdam.

What we offer:

- Start: from October
- Duration: 6 months.
- Remuneration: We provide an internship compensation of 500 EUR for BSc graduates and 750 EUR for MSc graduates, based on 5 days per week.
- Location: Amsterdam or Rotterdam. We currently work 2 days a week at the office (1 day AMS & 1 day RTM) and 3 days remotely.
- Perks: you join an amazing team with colleagues from the Netherlands, Mozambique, Luxembourg, South Africa, Ireland, Indonesia, Germany, America, Portugal and Lebanon. We are deeply committed to Forward's mission and ensure teamwork makes the dream work.

 Is this something that you want to create an impact on? APPLY via this link:
<https://forwardinc.typeform.com/to/cMR35Xj9>

If you have any questions about the position or Forward in general, please reach out to kelello@newcomersforward.com