



Community Internship Collaboration Business Proposal  
Spring, 2020

<b>Organization name</b>	Los Alamos MainStreet
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<b>Organization website</b>	<a href="http://www.LosAlamosMainStreet.com">www.LosAlamosMainStreet.com</a>
<b>Describe your organization</b>	Click here to enter text.
<b>Internship title</b>	Los Alamos MainStreet Business Intern
<b>Specific days/hours (if applicable)</b>	Flexible, depending on student’s schedule and availability
<b>What will the student learn from the internship?</b>	The student will learn how to build a Business Plan, including but not limited to justifying a business use case, developing a pricing structure, branding and marketing plan, sales strategy, and financial projections. They will also learn how to lead a project independently from start-to-finish, which includes multi-tasking and enhancing their interpersonal skills -- as communicating with business owners, visitors and community members will be part of the Business Plan development process.
<b>What does your business need that a student intern can impact?</b>	We run a lean operation and have limited opportunities to do ‘out-of-the-box’ ideas that will take extra time to develop, plan and execute outside of our contractual commitments. The intern would be a tremendous asset to the team in launching a new concept/offering to the Los Alamos community and to visitors.
<b>What project(s) will the intern work on?</b>	The CIC intern will help put something together for a "Los Alamos-in-a-Box" concept, similar to what Albuquerque does with its “Albuquerque-in-a-Box” ( <a href="https://www.abqinabox.com/">https://www.abqinabox.com/</a> ). This would entail building a Business Plan, including where'd we source the goods that go in these ‘boxes’ (the goal would be to feature MainStreet businesses but it could be beyond the district, possibly), price out the goods, propose what we'd charge for it and so forth. These ‘boxes’ could be something we sell to locals (e.g. for their students when they go to college), and even visitors. Possibly a few different box variations/themes (like a “creative” box that features local artisans), or for people just “missing a taste of The Secret City.”
<b>What skills are required for this internship?</b>	The student must possess excellent organization, verbal communication and follow-through skills, as well as attention to detail. They must be adept at working independently on a project where they are given the flexibility to make

	the project their own. This project would be ideal for someone who is a self-starter/self-motivated.
<b>What final deliverables will the student produce?</b>	The student will produce a Business Plan for the “Los Alamos-in-a-Box” (or other suitable name) concept, along with a sample box/prototype.
<b>How would you describe the primary purpose of this project? (Select one)</b>	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input type="checkbox"/> Marketing/Communications <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Other
<b>If “Other”, please specify</b>	<a href="#">Click here to enter text.</a>
<b>Any additional information you would like to share?</b>	The intern will also be collaborating with the Director of the Los Alamos Chamber of Commerce and the Creative District Manager on ideas and suggestions for this project.