

## Kavnia Coffee Internship Job Description

### INTERNSHIP HOST INFORMATION

<b>Company Name:</b>	Kavnia Coffee Company
<b>Company Website:</b>	<a href="http://www.kavnia.com">www.kavnia.com</a>
<b>Company Description:</b>	Kavnia Coffee is a sustainable cold drip coffee company, powered by women. We use our patented brewing system, dripping water drop by drop over coffee grounds for many hours to highlight the flavors of specialty coffee beans. We sell our coffee concentrate, which is 3x stronger than traditional cold brew, and takes 15 seconds to prepare at home. We use just two ingredients: fair trade, organic coffee and water. We have been incorporated since Jan 2020, but pivoted into CPG in Mar 2021.

### INTERNSHIP PROJECT DETAILS

<b>Internship Title:</b>	Production Assistant
<b>Number of internship positions currently available:</b>	1
<b>Internship Description:</b>	<p><b>Please describe the overall project scope and the intern's responsibilities.</b></p> <p>Assist with production. Kavnia brews coffee at the hatchery once a week in a 6 hour shift. After training, the intern will set up the brewer, keep an eye on the coffee during the brewing process, package the coffee once it's finished and clean up with work station.</p> <p>The Kavnia production process has some down time. During that time, the intern will help with another area of the business based on their area of interest: (a) Help manage operations; after training, learn about inventory management and keep track of what needs to be ordered, and/or (b) help create social media content to increase brand awareness.</p>
<b>Internship Objectives:</b>	<p><b>Internships should enhance the intern's skills and experiences, and should also provide interns with a broader view of the business and company. What are the specific skills the intern will obtain from this opportunity?</b></p> <ol style="list-style-type: none"> <li>1. Understand and manage a beverage production operation</li> <li>2. Understand and manage an e-commerce shipping operation</li> <li>3. Understand inventory management</li> <li>4. Social media marketing and content creation to drive brand awareness</li> <li>5. Start up experience - how growing companies plan, adapt, sell and fulfill</li> </ol>
<b>Required Skills:</b>	<p><b>Please include any functional, technical, interpersonal, or software skills.</b></p> <ul style="list-style-type: none"> <li>• Be over the age of 18</li> <li>• Have ServSafe Food Handler Certificate (or be willing to obtain prior to start date)</li> <li>• Interpersonal - emotionally intelligent, open to feedback, shares opinion and offers suggestions</li> <li>• Technical - ability to use google products (Gmail, gdocs, drive, gsheets, slides, etc.) and the ability to use Instagram and tiktok to make posts and videos; ideally someone with a sizable social media presence!</li> <li>• Functional - ability to lift 25 pounds and apply labels evenly</li> </ul>
<b>Additional Requirements:</b>	<p><b>Please include any additional requirements an intern must have, such as a valid driver's license, access to a car, be willing to travel, etc.</b></p> <ul style="list-style-type: none"> <li>• Complete a 2-4 hour stage (aka trial run)</li> </ul>



	<ul style="list-style-type: none"><li>• Slip resistant shoes</li><li>• Prefer to hire someone who is vaccinated against Covid-19</li><li>• Access to a computer to use google products</li><li>• Access to a smartphone for Instagram and tiktok</li></ul>
<b>Compensation:</b>	<p><b>Through ICNC/The Hatchery's PepsiCo Grant, interns are allowed to work a maximum of 150 hours at \$15/hour for a total of \$2,250 – this cost is covered and paid for by this grant.</b></p> <ul style="list-style-type: none"><li>• Interns will submit their time sheet on a biweekly schedule and their internship stipend will also be given to them on a biweekly schedule.</li><li>• Interns are considered independent contractors and they will need to complete a W9 Form; please note, no taxes are taken out of your stipend check.</li></ul>
<b>Duration:</b>	<p><b>Anticipated Start Date:</b> 11/8/21 <b>Anticipated End Date:</b> 3/31/22</p>
<b>Schedule:</b>	<p><b>Number of Hours per Week:</b> 6 - 8 <b>Days and Hours:</b> Thursday or Friday <b>Work Location:</b> The Hatchery @ 135 N. Kedzie Ave. Chicago, IL 60612</p>
<b>Post-Internship Employment:</b>	<p><b>Will there be an opportunity for Full-Time employment after graduation?</b> Yes depending on how well the intern does, this is definitely an opportunity.</p>

**If you are interested in applying to this paid internship opportunity, please send your resume to ICNC/The Hatchery's Workforce Development Community Liaison, Alicia, at [alicia@industrialcouncil.com](mailto:alicia@industrialcouncil.com) to be scheduled for a virtual interview.**