

## Intern Request

**Position Title:** Membership Management Director Intern

**Reports to:** Patty Benton

### **Position Description:**

\*This position can be completed 100% virtual.\*

Solopreneur based business, is looking for an intern interested in supporting company in developing and implementing a membership program, while learning entrepreneur skills. This is an exciting new addition to our company, and the right candidate will have the ability to assist in building a membership program from the ground-up.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in the inner-workings of creating and maintaining a membership program, as well as working with a team to achieve expected end results.

Some of the responsibilities will include:

- Help establish membership areas – possibility of setting up from installing membership software, writing level description and marketing messages (work with marketing team on this)
- Schedule membership calls and send out information to members
- Manage customer support for your membership group
- Send payment/renewal notices
- Follow-up with those who don't renew not with an autoresponder, but a direct one to one, we care
- Maintain resources, ensuring new resources are continuously being added, old resources are "current" links, etc.
- Assisting with any membership questions and/or direction
- Posting weekly messages to membership group
- Posting event messages to the group
- Moderating the boards
- Connecting with membership to demonstrate our "we care" personalized (not automated, but one on one, you are a member of our family philosophy)

### **Educational/Skill Requirements:**

- Knowledge in WordPress required
- Experience with previous membership sites a plus but not required
- Working knowledge of Microsoft Word and Excel (PowerPoint and Publisher a bonus)
- Adapting new procedures & programs
- Becoming actively involved
- Collaborating ideas
- Making decisions
- Recommending and implementing courses of action

### **Ideal Candidate Description:**

It's essential that applicants be accountable, creative, and have the ability to not only take a task given to them and find the solution, but to continue to think forward in the task and overall company objectives and find new results-oriented solutions. Intern must be articulate, dependable and committed with an entrepreneurial spirit.

### Internship Details:

- Primary role will be to manage our new membership, as well as work with our Operational Service Support Team. You will also collaborate with our Marketing Team.
- Interns are required to work a minimum of 10 hours/week, and some weeks during launches may work 20+ hours with a minimum 6-month commitment to role
- Access to own office, high-speed internet, computer, and additional equipment and software necessary to complete all assigned tasks
- Weekly Team meetings (1 – hour)
- Monthly Internship meetings (to learn and discover from one another, 1 – hour)
- Unlimited long distance services are recommended, as all conference calls are financial responsibility of Intern
- Professionalism is expected in all communications on behalf of Patty Benton

### Internship Benefits:

- Access to the full Building Your SUCCESSFUL Business program
- Structured learning and support from Patty Benton (and your team members) in building your own business
- Mastermind Business Building Membership
- Knowledge, experience, and practice in a supportive team environment
- Working with a team of highly skilled and motivated professionals
- Ability to discover and learn new resources in a supportive learning environment
- Feedback and suggestions to improve personal skill level
- Testimonials and recommendations as earned

### Application Steps:

- Read more about our internship program and this position at [www.pattybenton.com/internopportunity](http://www.pattybenton.com/internopportunity)
- Completely fill out our brief application you can download from [www.pattybenton.com/internopportunity](http://www.pattybenton.com/internopportunity)
- We will contact you within 1 business day to let you know the status of your application and to set-up an interview if your application is accepted.

**IMPORTANT NOTE:** *This position has many unpaid benefits of training, skills gained, professional experience, and so much more, but it is an unpaid monetary internship.*