

Intern Request

Position Title: Operational Service Support 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 the company owner, who is a speaker, coach and author, in administrative and organizational tasks, while learning entrepreneur skills.

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

Some of the responsibilities will include (this position will be shared with 1 - 2 other interns, so one applicant is not responsible for ALL the tasks on this list and for this position ☺):

- Organizing speaking engagements
- Provide customer support, billing support and trouble-shooting to customers, clients etc.
- Schedule client and speaking appointments
- Coordinate requirements and supporting materials for meetings and client presentations
- Work with Marketing Team to schedule and implement free monthly call
- Use Send-out card account to send out birthday cards, large purchase thank-yous, referral thank-yous, speaking thank-yous or other appreciation cards
- Support bookkeeper in balancing accounts and create reports of monthly sales, revenues, expenses
- Implementation and maintenance of online systems (online calendar, membership software, shopping cart, team collaboration site, etc.)
- Support on organizing and maintaining email inbox, document folders etc.
- Manage projects/tasks/priorities and follow-up with team to make sure projects/tasks/priorities/hours are being completed, and supporting other team members as needed
- Take notes during calls to capture important information
- Preparing emails, letters, cards, and other documents, using word processing, spreadsheet, and/or presentation software as needed
- Help in the development of written and audio products – from research, layout, editing to publishing
- Assist in drafting and editing sales pages and messages
- Transcription of audio products
- Support the Creative Marketing Team & the Membership Management Director as needed

<p>Educational/Skill Requirements:</p> <ul style="list-style-type: none"> • High to advanced knowledge of Microsoft Word and Excel (PowerPoint and Publisher a bonus) • Adapting new procedures & programs • Ability to manage multiple people and projects • WordPress experience a bonus • Collaborating ideas & making decisions while recommending and implementing courses of action 	<p>Ideal Candidate Description:</p> <p>It's essential that applicants be self-directed, problem solvers, and comfortable in taking the lead, as well as comfortable in ensuring problems have solutions, and the team continues to move overall company objectives and find new results-oriented solutions. Applicants must be articulate, <u>dependable</u> and committed with an entrepreneurial spirit.</p>
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<p>Internship Details:</p> <ul style="list-style-type: none"> • Primary role will be to support Patty Benton and assisting in ensuring tasks/projects are being completed at a high quality and timely by all team members – assisting where needed. • 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 	<p>Internship Benefits:</p> <ul style="list-style-type: none"> • 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
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<p>Application Steps:</p> <ul style="list-style-type: none"> • Read more about our internship program and this position at www.pattybenton.com/internopportunity • <u>Completely</u> fill out our brief application you can download from 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. <p>IMPORTANT NOTE: <i>This position has many unpaid benefits of training, skills gained, professional experience, and so much more, but it is an <u>unpaid</u> monetary internship.</i></p>
