



HT Train-Em-Up Program Information Internship Overview

This internship is a wonderful opportunity for young business enthusiasts to dive deep into the world of entrepreneurship and non-profit organization operations and management. There are 5 functional areas within Hallelujah Trends Inc.® for the interns to serve: Social Media, Operational Management, Editorial, Community Outreach, and Media Relations. Interns will serve within their assigned functional areas 10-15 hours per week for 10 weeks. This internship is unpaid-financially, but it's experience-rich! Interns will gain invaluable hands-on experience in running a successful brand and direct mentor-ship from highly-skilled business professionals. Interns may receive the following upon request: professional references for employment, potential job placements, verified volunteer hours, earned academic credit (as applicable).

Estimated Start Date:
December 1, 2020

Internship Duration:
2-3 months

Community Outreach Interns:

Are able to work closely with the Executive Leadership of Hallelujah Trends Inc.® to gather insights into planning, organizing, and managing the high-level operations of a young, progressive non-profit brand. They are able to engage in managing organizational software, gain experience and expert tips from skilled professionals, and learn how to effectively use various administrative tools to support the departments and teams within the brand.

Who we look for:

Community Outreach Interns to perform a variety of administrative and clerical tasks. Individuals should be organized and willing to be trained in HT systems. Prior experience in management or administrative work isn't required.

What You'll Be Doing:

- Project/task management
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a record system
- Assist with maintaining contact/client lists and CRM updates
- Provide support to our Executive Leadership
- Assist in daily organizational needs and managing our company's general administrative activities

Related Skills:

- Ability to follow instructions
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask

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