



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

Editorial Interns:

Receive hands-on practical experience in managing content for a small literary journal: Souls of Atlanta. Interns are encouraged to explore copy-editing, fact-checking, the creation of blog content, issue development, and the support of emerging writers.

Who we look for:

High School or Undergraduate students who have a passion for writing, literature, and all things positive; current students who are interested in gaining experience early on and want to learn how to creatively manage, edit, and produce engaging and inclusive content while exploring emerging topics in publishing.

What You'll Be Doing:

- Review and track submissions through a submissions manager
- Maintain editorial processes, guidelines, and style guides
- Fact-check author bios and accepted works
- Copyedit upcoming issue(s) and provide creative support for future themes
- Oversee and curate blog content

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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