

OUR STORY:

FemmeTrepneur is changing the way we learn about women in the workplace. Through our podcast series FemmeRadio, we showcase a number of different trailblazers who are making the work environment a better place to be. By interviewing entrepreneurs, and women in corporate America, FemmeRadio hopes to expose the next generation of working women to mentors, heroes and those they can look up to.

We are seeking motivated interns who want to be a part of a growing business that has just scratched the surface. In this role you will learn time management, how to outreach to brands along with many other valuable skills. There are two unpaid internships to choose from, both with options to work remotely.

JOB DESCRIPTION:

As a part of the Media and Content team, you will have the opportunity to support the Founder of FemmeTrepneur in one of two roles:

Marketing and Business Assistant

- Send calendar reminders to all FemmeRadio guests 4-days in advance of episode to confirm session - reminding them that cancellations are appreciated 48 hours in advance
- Conduct research and outreach to job posters to be a part of the FemmeTrepneur job board.
- Develop a plan to outreach to brands that would be valuable assets to the FemmeRadio brand.

REQUIREMENTS:

- Ability to work remotely and maintain a schedule
- Must provide at least 2 references
- Ability to provide materials on a strict timeline and adhere to deadlines
- Must know what is going on in current events, pop culture & other facets that would affect what we post and do not post.
- Interest in a Feminist brand and building a growing business

TO APPLY: Submit the following to femmetee@gmail.com with the **role** you are applying for in the subject line:

- Resume
- Personal statement of why you believe you would be a great fit for this role (500 words or less).
- Any creative pieces you have built for other internships or roles
 - If you do not have previous sample pieces, send us 2 of your ideas on how you would change the current content on our instagram page (@femme_trepneur)

JOB TYPE: Internship, Unpaid

SAMPLES: Send samples of any blogs or content you have created thus far. If you do not have samples or content, try to make something according to the current @femme_trepreneur brand OR send along a few cools ideas that you would work on if hired.

YOUR STORY:

If you are someone who is willing to learn and excited to be a part of something big than this is the internship for you! If you are a self-start, and able to manage your own schedule without be micromanaged, this is the internship for you!