

OUR STORY:

FemmeTreprenuer 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 create a podcast, 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 FemmeTreprenuer as a Social Media Assistant. With this role you will be tasked to research the material, find quotes within our previous podcast episodes and compile those items into the branded content that you will find on our social pages. The daily posting will be handled by the Founder. This is an unpaid internship.

Social Media Content Assistant

- Utilize current FemmeTreprenuer style guide to compile social media materials for posting
- Listening to edited episodes, writing down memorable quotes and reporting them weekly for social media material
- All created content is due every Friday by 3pm EST. On Fridays you will be expected to email the Founder at minimum 4 different pieces of content that are ready for posting, to be used the following week.

REQUIREMENTS:

- Ability to put together actual creative pieces for social media use that match the FemmeTreprenuer brand (Facebook, Instagram, Twitter, Youtube)
 - Experience using Photoshop, Canva
- Ability or interest in editing videos for Youtube and Instagram
- Ability to work remotely and maintain his/her own 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
- Go getter mentality and ability to work remotely and be managed remotely

JOB TYPE: Internship, Unpaid

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).
- Your social media handles (so that we can see how you have curated your own personal brand)
- 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_trepreneur)

YOUR STORY:

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