



Business Development / Marketing Intern | Job Description

Bossed Up's business development / marketing intern will work directly with our Partnerships Coordinator and CEO to play an integral role in bringing the Bossed Up message to organizations, universities, and companies across the country.

We seek a team member who is passionate about issues relating to gender in the workplace and ready to learn the ropes in a fast-paced online startup environment.

Responsibilities include:

- Working with the Partnerships Coordinator to identify organizations, universities, and companies where Bossed Up's messages would resonate;
- Conduct research on potential business development and speaking opportunities.
- Write initial introductory correspondence to prospective leads
- Working with the Partnerships Coordinator and CEO to improve marketing materials;
- Working with the Partnerships Coordinator to manage our CRM to track progress.

Our ideal candidate has:

- A strong belief in Bossed Up's mission and vision;
- Exceptional writing and interpersonal communication skills;
- Self-proclaimed "organizational freak" status;
- A detail-oriented and meticulous work ethic;
- Access to their own computer and familiarity with Google Apps;
- The ability to meet deadlines;
- 5-10 hours a week to devote to this internship - virtually or in person in DC;
- The willingness to learn quickly through collaborative training and management;
- A burning desire to learn through feedback and practice.

While this internship does not require much in the way of experience, we are looking for a fast learner and responsible, communicative team player. This internship will benefit someone who is interested in business, sales, and marketing.

This is an unpaid internship but we are happy to support students who are seeking course credit in whatever way we can. We will also reimburse any necessary transportation costs and welcome you to join us at Bossed Up Bootcamp at no cost.

This internship starts September 2016 and ideally runs through the end of November.

Apply by August 30, 2015:

Send your resume to info@bossedup.org with an introductory email telling us what you would hope to gain through this internship and why you feel you would make a good fit to our team.