**INTERNSHIP OPPORTUNITY**

**Organization:** Beautiful You (Woman owned, locally founded, offers workshops and retreats for women where focus is self-care and soul searching)

**Position:** Spring 2017 Internship

**Required:** *must be receiving college credit for service learning hours*

**Hours:** varies (typically 5-10 hours/week)

**Application Deadline: January 15, 2017**

**Expectations:**

* Attend at least 3 workshops throughout semester
* Meet with supervisor once weekly or biweekly (varies)
* Be able to complete certain tasks from home (without direct supervision)
* Respond to emails and phone calls from supervisor within 24hrs.
* When on duty (does not include tasks from home) attire can be casual, but modest. (Jeans are ok, leggings are ok if rear end is covered by shirt, no revealing tops or shorts).
* Log hours worked

**Position Description:**

* Assist hosting workshops by welcoming participants, attending and answering questions, contribute to the activity being done, offer assistance and ideas, take photos of event, encourage participants to use Beautiful You’s photo frame and hashtags on social media, remind participants of promotions going on (discount opportunities), and support overall event.
* Take initiative: What do you want to take from this opportunity? Inform supervisor of interests, skills, and talents (ex. Marketing, graphic design, education, social media, community outreach, art, etc.) Tasks will be created based on your personal goals and the needs of the business. After all, we want you to enjoy what you do and also learn something new!

**How to Apply:**

* Download application below and email completed application to Timalee@livebeautifulyou.com

**Application**

**Contact Information**

Name:

Email:

Phone:

**Education**

School:

Year (freshman, sophomore, junior, senior):

Major:

Minor(s):

**About You**

How did you heard about this position:

Organizations previously volunteered at (please describe what you did at each):

Is there anything new you’d like to learn during this internship?

What skills or interests would you like to integrate into this internship?

What do you want to accomplish from this internship?

Additional Information:

* Email completed application to (preferred email)
* Attach resume to email
* Attach spring semester schedule to email