

Communications Internship Spring/Summer, Fall/Winter

Communications Intern Looking for an engaging internship that will give you the opportunity to gain and develop skills that can be used in professional, interpersonal, and personal day-to-day activities? We are committed to taking undergraduate students of any major (previous interns have included Theatre Majors, Communications Majors, Psychology Majors, English Majors, Journalism Majors, Math Majors, and more!) and developing and preparing them for their next career venture or class in school! Through our hands-on internship program, students have the opportunity to work with a growing and successful small business that connects individuals to the training, coaching, and resources they need. You will support Your Clear Next Step's growth, client retention, and profitability while also growing your own skills set.

Work with an Innovative Leader For over 13 years, Your Clear Next Step has been making communities better by helping people have better workdays. We serve any person in a position to advance their own career or the career of others, in the English-speaking world, who values others, works hard, and invests in getting *even better*.

Experience you will gain Our Communications interns will gain meaningful, real-world experience in four key areas of communications: communicating effectively within an organization, creating a dynamic learning culture, developing people, and connecting across multiple business and social media platforms. You can expect to develop confidence and marketable skills by engaging in or assisting with the following activities:

- Packing for, providing technical assistance for, and attending our public training and coaching programs;
- Participating in team meetings, conference calls, possible client meetings, and virtual/in person coffees;
- Enhancing Your Clear Next Step's social media presence (Facebook, Twitter, LinkedIn, Instagram, and YouTube);
- Monitoring analytics of social media platforms;
- Researching and producing content for the Weekly Newsletter and/or blogs;
- Outbound calls and marketing;
- Supporting special events and much more!

Qualifications: To be considered for the Communications internship, you must:

- Maintain an overall GPA of 3.0 or Higher;
- Have strong writing skills, creative writing a plus;
- Be a junior, or senior in college, or in a graduate program;
- Marketing and Communications majors preferred;
- Applicants are responsible for transportation to and from the internship experience;
- Please include 2 professional references based on performance and accountability.

Hours are flexible and depend on the student's schedule and availability.

**Hours per Week: up to 20 | Wage/Salary: paid \$10 an hour | Monday & Friday (Preferred In-Office Days)
Tuesday-Thursday (Optional In-Office Days)**

(Interns are invited to attend and participate in our Public Access Offerings, free of charge)

Please prepare a resume and cover letter giving reason for your interest in Your Clear Next Step's Internship Program and how you are a good fit for the company's core values. The chosen candidate can expect to work part time during Fall 2021 and continue into spring 2022. Email to: contactus@yourclearnextstep.com