

AK Brown

<https://www.akbrownstl.com/intern-ops/business-admin-intern/>

Business Admin Intern – Da Plug STL

Description

*****Please note this position is UNPAID — School Credit offered**

Da Plug STL is looking for a business administration intern as we begin to prep for our launch!

Da Plug STL is a newly founded online magazine, connecting you to everything Black & Brown in St. Louis! We launch September 1, 2021, and are expanding to other cities including Atlanta & Chicago!

We are looking for a self-starting, motivated business admin intern to aid and assist in business tasks.

Responsibilities

- 15-20 hours per week
- assisting in streamlining internal communication between various departments, including editorial, production, & social media
- conduct a variety of general administrative tasks as assigned
- help improve administration procedures
- potential for writing opportunities

Qualifications

- detailed oriented
- self-starter
- has an “operational” mindset
- 6-month commitment (1 semester) preferred
- Majoring in business administration or any related field is a plus and preferred as we are only offering college credit for this position

Job Benefits

- flexible schedule
- earn school credit
- may lead to other opportunities, including writing positions
- gain knowledge and experience for future opportunities in the industry

Contacts

hello@daplugstl.com

Hiring organization

Da Plug/3 Black Girls Media Group

Employment Type

Part-time, Intern

Duration of employment

6 Months

Job Location

St. Louis, MO

Date posted

July 25, 2021