B-STEM Internship

Background Information

Our organization, B~STEM Project’s (www.bstemproject.org), would like to bring on a few dynamic interns with a Business Development focus. The interns would work on creating a business plan and strategy for an on-line community focusing on empowering young girls and women in business and STEM. The internship requires writing, researching and development. Some of the research will require finding statistics and creating pie charts or graphs based on the stats. It’s a great opportunity for those interested in business and entrepreneurship.

Job Overview/Requirements

This is a 3-month non-paid position. Intern will work remotely.

- Must be able to commit 3 months, 15 - 20 hours a week
- Must be good at writing and research
- Must be able to use basic Word, Excel, Google docs
- Must be good with graphics and know how to create charts/graphs
- Must be able to generate weekly progress reports
- Must have your own computer and know how to conduct research
- Must be a creative and strategic thinker and good at writing
- Possesses skills in writing, presentation, interpersonal relations, and time management
- Exhibits personal qualities, such as dependability, honesty, open-mindedness, enthusiasm, and adaptability
- Prefers challenges, new ideas, future focus, and unstructured environment
- Must be available for a weekly call