

Flourish Project Management Internship

4 Month Internship

20 Hours Per Week, At Least One Hour Per Week Day

Company Overview

Flourish Coworking Space is a women-owned and operated coworking space, located in West Chester, PA. Flourish is a space for entrepreneurs to *grow* their business, spark *productivity* and *collaboration*, it makes you feel inspired and offers a sense of community that so many entrepreneurs miss while working from home. Flourish isn't your typical work office, our space is filled with plants, pups and cozy spots to set up for the day. Our team works closely to support one another and deliver the best coworking experience to our members. You can learn more about Flourish [here](#).

This internship offers students an opportunity to gain exposure to the inner workings of what a Project Management role looks like in real life. It is a four month internship. Due to the nature and learning portion of the internship, the internship hours must be completed in office; no remote work will be permitted. The internship requires at least twenty hours per week, at least one hour per week day with a schedule to be assigned by the company prior to hiring. The Project Management Intern will work directly with the company's Founder. We will provide the resources necessary to succeed, and encourage growth through empowering feedback to develop your skills and knowledge. Students that are creative and know how to take initiative will thrive in this position. Though the internship is unpaid, you are welcome to apply for school credit.

Who Are You?

Self Motivated You are driven, enjoy a challenge, and are proud of the work you deliver. You exceed in prioritizing and executing multiple assignments in a timely manner.

Naturally Curious You are innovative, think critically when given an assignment, and have an impeccable attention to detail.

Solution Oriented You are creative and consider all resources until you've found the best solution. You are always looking for ways to be more efficient and productive.

Positive Energy You are charged with energy to get work started and you maintain a positive outlook throughout the day.

Team Player You are supportive, reliable, and have a willingness to learn from others. You enjoy being friendly and connecting with coworkers.

Role & Responsibilities

- Oversee company systems including Asana, Google Drive, Google Calendar, etc.
- Manage company goals and projects and ensure deadline execution
- Handle scheduling including photo & video shoots, client meetings, etc.
- Support team meetings and participate in weekly, monthly, and quarterly planning
- Aiding the team and space with any administrative needs

Education & Experience

- Must be pursuing higher education
- Related work experience is preferred
- Proficient in G-Suite, Word, and Excel
- Experience in project and system management is a plus

Why Our Company?

- Female empowered, diverse working environment
- Ability to work at the Flourish Coworking Space in West Chester, PA
- Where what you'd like work attire
- Free cold brew tap on site
- Join a young and passionate group of female entrepreneurs

Application Instructions: Please send your resume and cover letter to laura@flourishcoworking.com. Examples of your work are not required but may also be included in your email. Your own social media marketing may be used as a work product.