

**Flourish Operations Internship**  
**4 Month Internship Beginning August 2022**  
**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 an Operations role looks like in real life. It is a four month internship beginning August 2022. The internship requires at least twenty hours per week, at least one hour per week day with a schedule assigned by the company prior to hiring. As the Operations Intern, you will have the responsibility of assisting in the management of daily operations and executing the business development of the Flourish Coworking Space. The Operations Intern will work directly with the company's Founder and team members. 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.

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

- Assist in directing cleaning services, landscaping, and other necessary maintenance services.
- Support Management in streamlining business processes including project management, customer relations, and administrative needs.
- Provides research and strategic analysis for projects under consideration and in development.
- Work to gain a full understanding of the team & help identify opportunities to increase efficiency in the day to day tasks.
- Collaborate with cross-functional team members, develop scalable solutions, and work towards consensus across the organization.
- Provide objective, thorough, and data-driven recommendations to leadership; clear and actionable suggestions to policy teams.
- Build metrics, dashboards and tracking strategies to inform performance.
- Conduct in-depth analysis that helps the business better understand key value drivers and growth opportunities.
- Effectively communicate actionable insights across all levels to inform monetization efforts.
- Participating in training and education provided by Flourish Coworking Space, on subjects pertaining to business operations, development, management, and software.
- Assisting the team and space with any administrative or coworking needs.

#### Education & Experience

- Must be pursuing higher education
- Related work experience is preferred
- Experience using Adobe, Canva, and other graphic design programs is a plus
- Proficient in G-Suite, Word, and Excel
- Understanding of basic business operations

#### Why Flourish?

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

Application Instructions: Please send your resume and cover letter to [laura@flourishcoworking.com](mailto: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.