

LD Brand, Flourish Coworking Space, Dean Street Law
Executive Assistant
6 Month Internship
15 Hours Per Week, At Least One Hour Per Week Day

Overview of Companies

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](#).

Laura DiFrancesco LLC (the LD Brand) is a women-owned and operated publishing, media, production and education company, located in West Chester, PA. The mission of the company is to inspire, empower, support and celebrate women and entrepreneurs. The company has business, legal and lifestyle educational products and resources. In addition, it has a publishing and production focus to publish books and media in furtherance of its mission. Our team works closely to support one another and deliver the best experience for our clients. You can learn more about the company [here](#).

Dean Street Law is a women-owned and operated firm, located in West Chester, PA. We started in 2019 and have been growing quickly. Our team works closely to support one another and ultimately serve our clients. We love working with companies that range from privately owned small entities to Fortune 500 companies in the finance, IT, real estate, manufacturing and pharmaceutical sectors. Here at Dean Street Law, we value work-life balance, sustainability, health and wellness, and individuality. You can learn more about Dean Street Law [here](#).

This internship offers students an opportunity to gain exposure to the inner workings of what a Personal Assistant role looks like in real life, working across three different companies. It is a four month internship. The internship requires at least twenty hours per week, at least one hour per week day with a schedule to be agreed upon prior to hiring. 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 Personal Assistant 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. 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 excel 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 CEO in contributing to company initiatives, projects, and optimization
- Assist with calendar management, email correspondence, and business meetings
- Coordinate scheduling for both personal and professional events
- Uphold company culture by managing happiness and celebrations
- Support the CEO with daily administrative tasks
- Manage cross company communication and efficiency on behalf of CEO

Education & Experience

- Must be pursuing higher education
- Related work experience is preferred
- Experience using managing software including asana and slack is a plus
- Proficient in G-Suite, Word, and Excel
- Administrative support and team leadership is a plus

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
- 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 hire@flourishcoworking.com. Examples of your work are not required but may also be included in your email.