

Integrated Work Internship

Role Description

About Integrated Work

Integrated Work is a well-established and growing consultancy based in Colorado with a national client base. Woman-owned and woman-led for over 22 years, we pride ourselves in building the leaders society needs through real-world work.

We partner with leaders in socially conscious organizations and associations who want to increase their collective impact in innovative ways by leveraging the power of human connection by facilitating peer learning, designing effective meetings and events, and providing thought-leadership on some of the most pressing challenges of the day.

We have a large and diverse client base and pride ourselves on delivering exceptional work, even at a distance. We have rapidly and effectively pivoted to virtual work and are helping many of our clients do the same. Experience working across a range of diverse stakeholders with varying degrees of technical proficiency (from truly novice to at-the-cutting-edge) in ways that demonstrate high levels of cultural competency is important to us.

We are purpose-driven and guided by these ideals in all that we do:

- Human First: We bring our whole selves to work and value diverse backgrounds and perspectives.
- Heart of Service: We operate from loving care for ourselves, our clients, and our mission.
- Integrity, Always: We tell the truth with love because it deepens trust and increases our impact.
- Impact, Amplified: We do this work to make the world a better place by making a bigger difference.
- Growing Together: We are life-long learners and support one another's growth and development.
- Integrated Work: We live true to the ideal of our brand in every interaction.

Equal Opportunity: Integrated Work is an Equal Opportunity Employer. Integrated Work does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors in hiring decisions.

Are you excited about helping people make a bigger difference together? Are you inspired to make the world a better place? Do you enjoy the fast-pace and high energy of a growing company? Do you believe that diversity, creativity, and innovation go hand-in-hand? If so, Integrated Work may be the place for you.

Integrated Work Internship

Role Description

Position Summary

We are looking for an enthusiastic Intern to join our growing team. In this collaborative, entry-level role, you will get a chance to learn important skills and gain professional experience. Working on internal and client-facing projects with our teams including marketing, operations, strategic growth, etc. We are seeking candidates who are interested in leadership, equity, group facilitation, and business operations. Integrated Work uses a hybrid work environment, with work happening in a combination of on-location and virtually. Interns will need to be capable and comfortable in a virtual environment and be located in or near our on-site location (Boulder/Denver/Front Range Colorado) or near one of our nationally located consultants (California, Washington, Tennessee, New Jersey or Wisconsin) to be eligible for work. We are accepting student applications from individuals who are in high school through College/University graduate levels. We are also accepting applications from individuals who may have followed a non-traditional path and are seeking an opportunity to gain more experience through an internship.

Primary Accountabilities

We deliver exceptional client outcomes through an integrated blend of consulting, coaching, facilitation, and training services and products to help clients successfully achieve their goals. Our team outcomes rely on collaboration and partnership with each other and making sure that our work together is guided by our ideals. Your goals would be to:

- Deliver exceptional support to the team with a heart of service.
- Work as a member of a team in a dynamic, fast-growing organization.
- Be committed to your own growth and development in ways that serve us all.

Essential Duties and Responsibilities

1. Assist in the development and maintenance of materials for marketing, events, and operations which includes, but are not limited to, slide decks, videos, printouts, flyers, manuals, etc.
2. Provide technical and administrative support to the team during internal engagement and client-facing events or meetings
3. Perform various types of research, study, and survey that support the marketing, product, and business development teams; analyze and present results
4. Assist in evaluating some areas of IT functionality and the current tools we are using
5. Assist in performing day-to-day in-office and operational tasks
6. Assist in the modification or enhancement of our internship program

Integrated Work Internship

Role Description

Qualifications

- Individuals enrolled in high school through college/university graduate program;
- Individuals who recently graduated from high school to college/university undergraduate or graduate program;
- Individuals who may have had a non-traditional education and/or career experience that are seeking an opportunity to gain deeper skills and experience through an internship program.

Expectations

- Familiarity with virtual software tools/platforms
- Ability to work well with people
- Strong communications skills
- Excellent organizational skills
- Ability to work in a self-directed way to achieve team goals.
- Passion for working in mission-driven and/or purpose-led organizations a plus

The successful candidate will:

- Be self-aware and willing to grow personally and professionally
- Show imagination and creativity by generating new approaches to problems
- Effectively deliver across projects by focusing on key priorities
- Meet commitments and have high standards of performance
- Be comfortable in all Microsoft Office applications, virtual delivery platforms, and collaboration tools
- Enjoy helping staff to learn and adopt new applications and technologies
- Have a strong project and people skills
- Have a strong, service-minded presence and be confident working with clients across organizational levels and backgrounds
- Demonstrate the ability to acquire and absorb new information rapidly
- Set high standards of performance for self and coworkers
- Demonstrate high integrity in all aspects of work with clients and staff
- Demonstrate highly professional communication, planning, and writing skills
- Frequently engage with colleagues and contribute to a positive team experience
- Be articulate and able to respond meaningfully "in the moment" to questions and issues
- Know the company's strategic priorities and make aligned decisions
- Be effective as a team member and colleague
- Be able to work independently in a self-directed management structure

Integrated Work Internship

Role Description

Location:

Individuals must be eligible to work in the US but may apply from anywhere. Work will be performed in a combination of in-person and remote environments. Preference is given to individuals in Colorado and, the Denver-Boulder area, specifically, who are available to work in a hybrid capacity. Consideration will also be given to individuals located in California, Washington, Wisconsin, Tennessee, and/or New Jersey.

Compensation:

Salary will be \$14-22/hour commensurate with experience and qualifications.

How to Apply:

Please go here to fill out our application. If you have a cover letter, transcript and resume available those items can be submitted in addition to the application:

<https://go.integratedwork.com/internship-app>