



MAVENDOG INTERNSHIP 2017:

OVERVIEW:

Mavendog LLC (www.mavendog.com) is a management consulting operation that provides specialized leadership in project management, business analysis, and change management. It is headquartered in Charlotte, NC. Mavendog is seeking an individual for an un-paid internship. We are seeking college seniors or graduate students with an affinity for project management, analysis, marketing, communications, business, etc. This intern would have a front-row seat to a young start-up company and would have the chance to leave his or her mark on its early growth and development. Although the internship is unpaid, Mavendog is a fun, gritty little company that can provide a wealth of experience and a future business reference. Should Mavendog growth and profitability stay in line with financial forecasts, there could be an opportunity to transition the role into a paid position. Interns will be subject to a background check and must sign a Non-Disclosure Agreement. The position will be re-evaluated in 2018, along with the unpaid vs. paid status.

TIME COMMITMENTS:

This internship will run for Fall semester, starting September 5, 2017 to December 31, 2017. As for hourly time commitments, Mavendog is more interested in the intern completing results-oriented assignments than monitoring an hourly clock. That being said, Mavendog is sensitive to the intern's educational priorities. School comes first. Cumulative workload should NOT exceed 10-15 hours/week.

There will be daily checkpoint calls with various Mavendog leaders in sales, recruiting, marketing, and practice development. The intern will also draft a short, weekly status report on assignments and progress. Mavendog will coach the intern as needed on task management, time estimating, status reporting, and so on (after all, Mavendog is a project management company; we would be remiss not to teach these skills).

Little to no commuting travel is required. Mavendog is a virtual company. The intern must be able to work in a remote working environment using tools such as Google GSuite, Hangout, and Adobe Acrobat. However, some sales and recruiting event attendance may be requested to offer logistical help where needed.

PROFILE AND EXPECTATIONS:

- Educational background in marketing, communications, business
- Writing, writing, writing: Intern MUST be a strong and capable writer
- Social media savvy
- Creativity and ingenuity
- A stickler for brand awareness and keeping up brand momentum
- Strong leadership potential
- Affinity for small, entrepreneurial organizations
- Interest in consulting and staffing industries
- Regimented and project management oriented
- Disciplined and self-motivated. Able to work independently with avoid procrastination
- Professional mindset, attitude, and appearance (consultant intangibles)
- Available for occasional questions/calls after hours and on weekends
- Thick skin (Mavendog keeps a fast pace; toes can get stepped on)



IMMEDIATE GOALS AND OBJECTIVES:

- Marketing: Provide editing support for marketing and sales material, including PowerPoint decks
- Marketing: Help draft company newsletters (Monthly) and related marketing campaigns (MailChimp)
- Marketing: Broaden our social media presence (LinkedIn, Twitter, Hub Spot, etc.)
- Marketing: Enhancing web presence by driving web traffic to Mavendog page (SEO strategies)
- Recruiting: Organize candidate resumes and help the transition to a formal, recruiting database
- Practice development: Update/edit tools and templates for the Project Management Center of Excellence
- Sales: Data entry and organization of our SugarCRM system, including forming target lists

GENERAL TASKS:

- Reading, researching, and scribing: Can digest, capture, and organize material in a professional format
- Editing, designing: Must be strong in Microsoft products, especially PowerPoint, Excel, and Word
- Providing networking support: Locating and booking networking opportunities in Charlotte

The internship on the whole is flexible; he or she does not have to address every goal and objective listed. Mavendog will work with the intern to tailor goals and tasks to his or her strengths, interests, and time constraints. Our preference is to find someone who can tackle a few of the goals well, as opposed to all of the goals poorly.

For more information about this internship, please contact:

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