



www.selflovebeauty.com

## Administrative Assistant Intern

Self Love Beauty (SLB) is a 501(c)(3) organization and their mission is to educate, invest and impact individuals on the importance of self-love and confidence in order to empower them to be the best version of themselves.

Self Love Beauty is seeking an Administrative Assistant Intern to join their team. With our rapid growth of our company, the intern will receive hands on opportunities to help them grow and help a mission-based company.

### **Description of duties include:**

- Respond to customer service emails, chats, messaging
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Data entry of programs, outcomes & funding
- General administrative duties such as day-to-day activities and special projects
- Assisting in the creation of templates and contracts
- Help oversee social media platforms
- Consulting internally copy writing activities
- Work directly with: CEO of Self Love Beauty, ambassadors, volunteers and other interns

### **Experience and Qualifications:**

- Communication and writing skills
- Self-starter
- Ability to learn on the job
- Attention to detail and problem-solving skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Computer savvy and proficient in Google Drive & MS Office
- Open to sharing their opinions for the better of the company
- Organizational skills

Please note: this is a virtual, unpaid position for 15 hours a week.

Please submit your cover letter and resume to Lisa Thompson at [lisathompson@selflovebeauty.com](mailto:lisathompson@selflovebeauty.com). This will be open until the role is filled.