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WE'RE HIRING ADMINISTRATIVE INTERNS



Support, Organization, and Growth. At Barter Black®, we're on a mission to empower Black entrepreneurs by creating a supportive ecosystem where they can thrive. As we expand our initiatives, including the launch of the Barter Black® Podcast, we need a dynamic Administrative Intern. You'll play a pivotal role in supporting our COO and CEO, managing essential administrative tasks, and contributing to projects that directly impact our community. If you're organized, tech-savvy, and ready to dive into the world of entrepreneurship and empowerment, we want you on our team.

Administrative Intern: As the Administrative Intern at Barter Black®, you'll be the backbone of day-to-day operations, providing critical support to our leadership team. You'll manage our business communications, oversee scheduling and organization, and take the lead on exciting projects like the Barter Black Podcast. This remote position is perfect for someone who is proficient with modern tools like Google Drive, Canva, Zoom, StreamYard, and MailerLite, and who is eager to learn and grow in a fast-paced, innovative environment.

Job Description:

- **Administrative Support:** Assist the CEO and COO with daily administrative tasks, ensuring smooth operations and efficient management of their schedules.
- **Project Management:** Take on significant projects, such as managing the Barter Black® Podcast, from scheduling guests to overseeing live sessions on StreamYard.
- **Communication Management:** Handle business emails and correspondences for the CEO and COO, ensuring timely and professional responses.
- **Calendar and Organization:** Manage calendars for key team members, coordinating meetings, appointments, and events to optimize their time.
- **Team Assistance:** Provide support to other team members as needed, contributing to a collaborative and efficient work environment.
- **Learning and Growth:** Engage in training opportunities to enhance your skills in administrative tasks and project management, growing alongside Barter Black®.

Qualifications:

- **Tech Proficiency:** Comfortable with Google Drive, Canva, Zoom, StreamYard, MailerLite, and willing to learn new tools as necessary.
- **Organizational Skills:** Exceptional organizational abilities, with a keen eye for detail and the capacity to manage multiple tasks and projects simultaneously.
- **Communication:** Strong written and verbal communication skills, capable of handling business correspondences with professionalism.
- **Adaptability:** Flexible and adaptable, able to thrive in a dynamic environment and take on varied tasks with enthusiasm.
- **Educational Background:** Currently enrolled in or recently graduated from a degree program related to business, administration, or a related field is preferred but not required.

Report To: Nicole Murphy, CEO or COO

Employment Type: Paid Intern working 10 hours per week.

Location: Remote, Maryland Preferred.

Salary: \$500 Monthly Stipend

Benefits: Budget for Professional Development.

 Apply at www.barterblack.io/careers

Barter Black®, LLC, registered in Maryland, is committed to cultivating an inclusive workplace and proudly stands as an equal opportunity employer. We wholeheartedly embrace diversity and provide equal employment opportunities to everyone, irrespective of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our commitment is in full accord with Maryland and federal non-discrimination laws, ensuring a respectful and welcoming environment. We value the unique qualities of each team member, recognizing that our collective strength is amplified by our diverse perspectives.

