



Anything and Everything Intern

Unpaid Internship

Los Angeles, CA

July 2011

Opportunity Green is looking for interns who want an incredible resume (and character) building experience; who are willing to assist with anything and everything in the planning and execution of our huge (#1 Google-ranked) business conference. This is the perfect crash-course in sales, marketing, social media, organizing high-level events, and getting incredible projects accomplished in a short period of time. Learning is by doing, so a “can do” attitude and self-driven nature is necessary!

Responsibilities

- Provide administrative support to a busy team including the CEO, Director of Strategic Alliances, and Chief of Staff
- Handle office operations, including organization and coordination between all departments
- Assists in marketing management, working closely with the Director of Marketing
- Organization of work calendars, appointments, meetings, and scheduled calls
- Assists in prioritization of emails, calls, and other communications
- Support Sales team in outreach and follow-ups
- Performs other related tasks and special projects as required

Benefits

- Meet awesome people/make great connections
- Learn about the green space from the inside view of an entrepreneurial company connected to the movers and shakers in sustainability
- Connect and collaborate with the top names and companies in green business
- Gain valuable experience in project management, marketing and business development

This internship is unpaid, but the opportunity and experience is invaluable. While there are no guarantees, previous interns have landed jobs (either with us) or with other incredible organizations like the Alliance for Climate Protection, Greenopolis, Preserve, Mamapedia and Eileen Fisher in areas such as social media, marketing, and consulting on recommendation from Opportunity Green.

We ask that you commit to 2-3 days a week in our office for a minimum 3-month period, but would love for you to stay longer! This role is being created as we go forward together, and you are the perfect candidate because you are smart on your feet, flexible, positive and enjoy working in a fast-paced environment.

College juniors and seniors looking to build resume experience, make contacts, and get that invaluable recommendation...this is perfect for you! Please email sean@opportunitygreen.com with your resume and cover letter for more information.