

Spring 2024 Internship

Position: Internship

Reports to: Operations Associate

MYT is a leading provider of coaching and consulting services, helping individuals and organizations achieve their goals and reach their full potential. We provide a variety of services through training programs, retainer agreements with select clients, and a la carte solutions to alleviate business and personal challenges for our clients.

Enrollment is currently open for **two** Spring 2024 Internships. Through our longstanding internship program, highly motivated and skilled individuals can reach their full potential while helping the company grow and gaining first-hand experience and expertise. Interns will work closely with our operations team to support the delivery of high-quality services to our clients. We strive to customize internships to accommodate the experience, availability, and interests of interns.

Responsibilities (may include some or all depending on duration of internship and experience and interests of intern):

- Provide administrative support to the operations and/or marketing team
- Conduct research on industry trends and client needs
- Assist with project coordination and management
- Contribute to the development of marketing and sales materials
- Attend and participate in client meetings and workshops
- Provide support to clients and team members as needed
- Other tasks as assigned

Requirements:

- Currently enrolled in a relevant degree program (e.g. Business, Marketing, Psychology, etc.) or graduated from a relevant degree program
- Strong written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work independently and in a team environment
- Positive attitude, strong work ethic, and a desire to learn and grow

This is a part-time, paid internship for a minimum duration of three months. Start date is flexible. If you are a motivated individual with a passion for this industry and/or company and are eager to gain valuable experience in a dynamic environment, we encourage you to apply for this exciting opportunity.