

Operations Intern

Job Description

Work with Sarah Centrella in a variety of areas including business operations, event management, scheduling, technical planning, bookkeeping, reporting, forecasting and other areas as deemed appropriate.

All internships with Centrella Global LLC are unpaid. The services performed are in exchange for learning various aspects of the business, contributing to the business growth, learning from Sarah Centrella personally and building on the job skills and experience. Internships are 6-months based on the outcome of a 3-month review. Potential to transition into part-time/or contract work after internship is complete.

THE IDEAL CANDIDATE WILL:

We are looking for an enthusiastic member of our intern team who brings the following skills to this role.

- Work efficiently supervised and alone.
- We are looking for quick learners.
- Someone who is dedicated and passionate
- Able to complete their tasks within the required time deadline.
- Efficient and does not need to be micromanaged.
- Someone who is great at organization.
- Has the ability to learn various online tools quickly.
- Has an interest in learning the business and operations side of a services business.
- Is efficient at data processing and Excel.

- Excellent at coordinating multiple projects at once.
- Able to assist in scheduling and event management.
- Able to learn and conduct reporting, forecasting and updating contracts/agreements.

REQUIRMENTS

- Work 3-8 hours per week.
- Attend weekly intern meetings.
- Occasional evening and weekend work may be requested for live events.

BENEFITS

- Work on increasingly challenging and engaging real-world projects.
- Gain hands-on experience in a serviced based start-up.
- Learn the ins and outs of entrepreneurship.
- Be mentored by Sarah Centrella.
- Attend meetings, events, and other networking opportunities.
- Be part of something that changes lives.
- Learn the business side of a public persona and influencer.

If you would like to be considered for this position, please complete the online application sarahcentrella.com/careers if we believe you are a potential fit, we'll reach out to schedule a virtual interview.