

SOCIAL ENTERPRISE MANAGEMENT INTERN

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry-level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen-printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a Social Enterprise Management Intern. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for experience at a social enterprise, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

What sets Spectrum Works apart is that our offices are located within each of our partner company's facilities. The Social Enterprise Management Intern will assist with tasks related to the management of our Social Enterprise model and will also supervise. Spectrum Works needs an out of the box thinker to be responsible for managing office and business management tasks.

SOCIAL ENTERPRISE MANAGEMENT RESPONSIBILITIES

- Assist with management of our order and production processes and related tasks (order processing, customer relations, database management, production schedule management)
- Assist with operations management and office related tasks
- Assist with Social Media strategy and other communications tasks
- Assist with grant writing, fundraising related tasks, and other campaigns
- Manage and improve Spectrum Works' systems and processes
- Conduct research and assist with the development of strategic expansion plan
- Co-manage projects conducted in collaboration with Universities
- Other related tasks as designated by the CEO

- Special project: Help to manage and further spread the #GoSpectrumBlue Challenge on our social media platforms (www.gospectrumblue.com) together with PR/Social Media interns

KEY QUALIFICATIONS

The ideal candidate will have excellent communication and organizational skills along with an understanding of youth development and an interest in nonprofit or social enterprise management. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Nonprofit Management, Business, or related fields required
- Flexible days and hours (remotely or from office in Secaucus)
- Knowledge of business operations preferred
- Exceptional organization, planning, and implementation skills
- Passion for Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft WORD and Excel
- **A Plus:** Sales or office experience
- **A Plus:** Adobe Creative Suite

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org . Please write **S.E. Management Intern** in the subject line. Applicants without a cover letter will not be considered.