The Following information covers multiple internship opportunities for students. It is completely up to you as the student to contact the individual listed and discuss with them the potential to intern with their firm. Once you have finalized your internship, please complete the Internship Application and have the employer complete the Employer Data Sheet which can be found at http://www.mtsu.edu/management/internships.php and submit them to Dr. Shanine via email Kristen.shanine@mtsu.edu, fax, or in person. In addition, you can come by the office to speak about internships, the requirements, or just to discuss the program as a whole with Dr. Shanine in BAS N143 or with Deborah Roberts in BAS office N147, via phone by calling 615-898-2745, or via email Deborah.roberts@mtsu.edu.

In addition to the below listed internships, you can always visit MTSU’s career development site for additional opportunities. Handshake is MTSU’s online recruiting database for professional entry-level positions and paid internships that prepare students for professional career fields. Handshake is the first-place employers connect with our student’s campus-wide, and positions are continually updated.

**Tennessee Small Business Development Center (TSBDC)**
The Tennessee Small Business Development Center (TSBDC) at MTSU is soliciting interns for the Fall Semester. TSBDC interns will assist in a range of business-oriented functions while working with potential and current business owners in Middle Tennessee. Interns will work under the guidance of a business consultant and will perform activities including, but not limited to, general research, business plan development, business plan review, operations analysis, financial analysis, market plan development, good and service portfolio analysis, logistics and supply chain analysis, creation of training materials, and presentation of recommendations to clients.

This paid internship will require fifteen to twenty hours per week, on a static schedule.

**Requirements:**
- Applicants must enroll in one of the following internships for credit class:
  - ENTR 4950 (Entrepreneurship)  BUAD 4950 (interdisciplinary)  MGMT4950 (Management)
- Business Major
- Junior or Senior
- Resume
- Cover letter
- Pass Interview

For additional information regarding any internship for class credit please review the internship website at http://www.mtsu.edu/management/internships.php or contact Dr. Kristen Shanine. Email: Kristen.Shanine@mtsu.edu Phone: 615-494-8993.

For additional information regarding the internship, contact the TSBDC. Phone: (615) 898-2745.
Email Andrea MaGinn: amaginn@tsbdc.org or Amelia Bozeman: abozeman@tsbdc.org
MTSU BERC Internship

Business and Economic Research Center (BERC)

Jones College of Business

Middle Tennessee State University

The Business and Economic Research Center (BERC) in the Jones College of Business at Middle Tennessee State University carries out economic research projects such as cost-benefit analysis, economic impact studies, feasibility studies, and employment sector analysis for a wide range of organizations including both private and public, profit and non-profit. The BERC publishes two quarterly economic updates: Housing Tennessee and Global Commerce: Tennessee and the International Economy.

BERC is currently seeking an intern who is interested in working in a fast-paced, collaborative, and multi-faceted environment. Interns will work under the guidance of the director and will participate in activities such as research, data gathering and analysis, economic report writing and editing, and website/social media content development.

This is a paid internship and will require 15-20 hours per week, on a static schedule.

Requirements:

- Junior or Senior status with major or minor in Business Administration, Marketing, Management, Accounting, Economics, or another related field.
- Experience with Excel required and experience with statistical software preferred
- Strong oral and written communication skills
- Resume
- Cover letter
- Interview

Interested students should submit cover letter and resume to Dr. Murat Arik, BERC Director, at BERC@mtsu.edu.
Internship Program

Our internship program introduces candidates to the financial services industry and allows them the opportunity to shadow advisors, conduct financial interviews, illustrate various products, and understand the process of completing a financial plan. Upon completion, the candidate will have the insight to determine if an ongoing career is right for them.

Opportunities

Industry Knowledge
Time will be devoted to understanding the activities and characteristics required to be successful as a Financial Advisor.

Advisor Shadowing
Interns will be paired with Financial Advisors to assist in their daily workload. Activities can include client meetings, case preparation, portfolio reviews, etc.

Case Studies
Mock case studies will be worked to learn best approaches to financial planning, portfolio construction, product illustrations, and presentations of results.

Financial Interviews
A series of Financial Opinion Surveys will be completed allowing for communication with the public. This will reveal social skill sets and provide real life interaction around financial topics.

Financial Plan
At the conclusion of the internship program, the candidate will understand the process of how a written plan is designed and implemented by a qualified financial advisor.

Licensing & Registration
For individuals that excel during the internship program and desire to move forward with a career, we will sponsor for the necessary licensing & registration to begin in the industry.

Attributes of a Successful Candidate
- Social
- Loves people
- Intelligent
- Hard working
- High integrity
- Entrepreneurial spirit
- Professional appearance
- Desire to control earning potential
- Someone you’d trust with your own financial affairs

Does this sound like you or someone you know? Contact Mike Prokop.

3401 Mallory Lane, Suite 220
Franklin, TN 37067
P: 615-778-3233
E: mprokop@strategicfinancialpartners.com
www.strategicfinancialpartners.com
Spread the Positive

Spread The Positive Intern Job Description

Fall 2021 Internship will be a 12-week internship. Working as a Spread The Positive intern you will work as a social media & marketing intern. You will learn valuable lessons around branding, graphic design, storytelling, content creation, marketing, e-commerce and a variety of areas to make a real impact with the work you are doing. Spread The Positive is a content creation and media production company that showcases and facilitates efforts that are making a positive impact in our local communities. Podcasts, video series, commercials, audio recording services, social media campaigns, positive PR campaigns, and other services are all offered through our company. You will have the opportunity to work on projects in all of the services listed above, get exposure to day-to-day operations, connect with amazing content creators, and have a successful and meaningful internship.

Bring your ambition, enthusiasm and big ideas to this internship and you will have a great experience!

Projects you will be working on will include and requirements:

• Update content throughout the social media assets of Spread The Positive
• Create content around positive, uplifting, and inspiring stories.
• e-Commerce management. Product and apparel development.
• Work with the Media team on content creation. Organize media shoots.
• Current student at an accredited university
• Freshman, Sophomore, Junior, Senior or Graduate student
• Analytical Skills
• Excel
• Project Management
• Strong Communication Skills
Spread The Positive is a multimedia content creation company. With focuses in podcast creation, video series, positive PR campaigns, and more all based around uplifting and positive content. As an intern you will be building the brand awareness of Spread The Positive and ultimately making direct impact through our community outreach opportunities. As an intern you will be very involved with the inner workings of a media company. You will be directly involved with real projects and building a company based around the principles of Spread The Positive.

Check out spreadthepositive.net for more information.

Now accepting resumes and applications.

Showcasing and Facilitating "what's going right"

www.spreadthepositive.net

Contact: Trent Denson. trentdenson86@gmail.com
Interested in interning for Do615? You’re in luck! We’re frequently hiring interns and contributors so if you’re already a regular Do615 user, or are just plain fantastic, then you may be the right fit.

We are an equal opportunity employer. Diverse and unique experiences and point-of-views are vital for our city’s continued growth. Whether it be race, religion, sex, sexual orientation, or gender identity, we’re proud to have a seat at the table for anyone looking to keep Nashvillians doing awesome things.

What will you experience with a Do615 internship? A lot of hard work, a lot of fun, and a lot of learning.

Perks:

We’ve got lots of them. Enjoy a ton of free concert and festival tickets, free stuff, drinks, food, learning experiences, building new skills, and meeting new people.
See below for our internship opportunities. Interested? Please email your resume and cover letter with availability to Chris@Do615.com!

Be sure and let us know what position you’re applying for, or we’ll assume you never got past this paragraph and therefore have no clue what you could end up doing.

**What To Expect:**

**[Job Description]**
Each Do615 internship starts their day the same way. With a focus on the website, newsletter, app, and socials, we have a lot of eyes hitting a variety of content and need your help keeping it fresh, engaging, and accurate. Do615’s interns will be responsible for, or involved in, many aspects of the website and operational process. This internship role will require an ambitious candidate with keen attention to detail. The candidate should be able to think creatively about content opportunities, social media strategy, audience, and consumer behavior, while also hitting shows and events around town. Interns have the opportunity to network and make a variety of exciting and useful contacts at Do615. Creativity, new ideas, and opinions are always welcome.

**[Job Requirements and Skills Needed]**
- Able to work a minimum of 12 hours per week.
- Strong passion for music, culture, food, events, nightlife, and Nashville in general.
- Some marketing experience or prior coursework is helpful.
- Confident, creative thinker - ability to speak up and contribute in a team environment.
- Self-Motivated - ability to be focused and get the job done in a laid-back environment and take initiative when assigned tasks are completed.
- Flexible schedule enough to attend events as frequently as possible. 21+ is always good, but open to all candidates over the age of 18.
- Entrepreneurial mindset - able to think outside of the box for creative ideas and ways Do615 can work with other companies to generate attention, audience growth, brand awareness, sales/revenue, etc.
- People skills - able to tactfully talk with people and businesses to encourage them to engage with Do615.
• Ability to stay calm in high pressure event environments.
• Deep understanding of the Do615 product - how and why it’s beneficial whether speaking with clients or users.
• Candidate should ideally be looking to fill a college credit requirement. This is negotiable depending on other skills and credit available, but candidate will have to prove ability to take on such an important role if not seeking credit.

[Responsibilities]
• Content Management including reviewing the website for accuracy and aesthetic cohesiveness, entering shows/events as well as happy hours and daily specials from various sources i.e. newsletters, venue and event calendars, fixing / adding events, artists, venues, etc.
• Produce inventive ideas to solve various marketing needs and take on tasks as they arise
• Find creative opportunities for media trades, event sponsorships, partnered content, and brand partnerships.
• Be able to attend a large majority of Do615-produced events outside of normal office hours.
• Compile lists of leads w/ links to website, social media, and contact info
• Additional various tasks - running errands, helping out with the Do615 events, etc etc.

Internship Specialties:

Sales & Business Development

[Additional Requirements and Skills Needed]
• Strong research and organizational skills for lead generation and development.
• Some experience with event planning, budgets, logistics, and ability to stay calm in high pressure event environments is ideal.
• An understanding of audience and demographic overlap and needs.
• Creative thinking and the willing to take initiative

[Specific Responsibilities]
• Develop basic understanding of sales process (finding leads, creating proposals, client relations, and generating campaign reports).
• Brainstorm brand/company partnerships that meet any of the following criteria: our audience would benefit from their events or products, their company would benefit from getting in front of our audience, or it could introduce new, niche demographics to our platform.
• Use local media outlets and other event sites for upcoming events that could be advertised on Do615.
• Find creative opportunities for media trades, event sponsorships, partnered content, and brand partnerships.
• Compile a weekly list of leads with links to website, social media, and contact info.

Content, Editorial, & Audience Growth

[Additional Requirements and Skills Needed]
• Strong understanding of Facebook, Instagram, and Twitter with current, active profiles on each.
• Strong, proven writing skills with examples; specifically familiar with event previews, reviews, and blogging in general.
• Strong focus, able to work quickly and efficiently, and have an eye for detail/organization.
• Previous knowledge of search engine optimization.
• Strong understanding of marketing and/or digital audience engagement.

[Specific Responsibilities]
• Content Management including entering events as well as happy hours and daily specials from various sources i.e. newsletters, venue and event calendars, fixing / adding events, artists, venues, etc; managing queues, and “Front Page” management
• Developing ideas and concepts to increase impressions and audience engagement on the Do615 website, in the daily newsletter, or via social media.
• Create content that will satisfy needs and interests of our current audience, as well as content that could reach new niche audiences via search engine optimization.
• Creatively thinking about other content, giveaways, and opportunities that would be of interest to the Do615 community and work to increase engagement and/or registration.
**Internship Description**

HoneyHill HomeCare, LLC will provide the intern with opportunities allowing hands-on experience on a broad range of projects. The intern will gain experience in several areas of business. Rebecca Cutter, HoneyHill HomeCare’s Executive Director, will delegate tasks to the intern as needed.

Although our business is to send caregivers into our client’s homes to provide non-medical home care assistance, the intern will not have responsibilities assigned related to directly providing in-home care services for our clients.

The scope of the intern responsibilities will be, but not limited to, the following:

- Inside and outside sales
- Online marketing and SEO
- Social media and website management
- Volunteering and networking within our market’s community of like-minded businesses
- Human resources i.e. interviewing, recruiting, scheduling, etc.
- Office & Administrative work i.e. filing, answering phones, organizing, etc.
- Running errands to stock up on office supplies, drop brochures off, grab lunch or coffee, etc.
- Data entry into our CRM database
- Analyze and compare our competition and create Excel spreadsheets displaying the data found.
- Accounting, Recordkeeping, Filing
- Putting existing marketing materials and “Client & Sales Call Folders” together
- Develop creative marketing materials with guidance of their supervisor

We are looking for interns who possess the following characteristics:

- Strong work ethic
- Team player
- Attentive listener
- Personable
- Able to adapt and problem solve
- Flexible
- Eager to learn

Contact Becca Cutter, Executive Director at rcutter@honeyhillhc.com for more information.
REPORTS TO: Human Resources Manager

JOB SUMMARY: The primary function of the Recruiting Intern is to manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants for both salaried and hourly positions.

ESSENTIAL RESPONSIBILITIES

- Promote, work, and act in a manner consistent with the mission of A. Marshall Hospitality: “To make every person we interact with feel like family and to make every guest a fan.”
- Source and contact candidates online via our Applicant Tracking System, social media & other outlets.
- Screen resumes and job applications.
- Interview potential candidates. Coordinate the scheduling of 2nd and 3rd interviews with hiring managers/directors.
- Follow up with candidates throughout the interview process.
- Create offer letters, send paperwork and onboard into applicable systems.
- Design flyers and distribute them to local community centers, schools, etc.
- Assist restaurant managers with the hourly recruitment cycle.
- Keep ATS (Applicant Tracking System) up to date.
- Assist with hourly terminations.
- Collaborate with the HR Manager to offer suggestions on new and creative ways to reach candidates.
- Performs other duties as assigned.

ESSENTIAL COMPETENCIES

- Excellent communication skills for dealing with diverse staff.
- Self-discipline, initiative, leadership ability and outgoing.
- Pleasant, polite manner and a neat and clean appearance.
- Multi-tasking and problem-solving: Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to restaurant problems.
- Vigilance in scanning the external environment to anticipate business and talent threats and opportunities.
- Technological savvy to drive efficiencies and to engage the workforce through innovations in technology solutions.
- A risk management perspective with regard to talent.
- The ability to convey the importance of talent at all levels as a fiduciary issue to the leadership team.
- Legal literacy to help ensure a culture of compliance and integrity at every level of the organization and across borders.
- Operational ability to ensure that the transactional aspects of HR are well executed in a world of fast-moving and changing expectations of the employee population.
- Entrepreneurial spirit
- Ability to pass a background check
- High level of computer literacy skills
- Previous sales experience is helpful, but not required

Benefits:

- Training provided
- No experience required
- Uncapped earning potential

Schedule:

- Flex-Schedule

Salary:

- Commission-based
- Uncapped earning potential

Location:

- **Hybrid**: Remote & within Rutherford County, TN
- Other locations available

*Remote Wireless Connect is an equal opportunity employer.*
Elmahaba is looking for a Civic Engagement Intern

Time frame: from the end of July to the beginning of November
Responsibilities: register Arabic-speaking people to vote at various events in the greater Nashville area; formulate a three-part series on local and federal issues (i.e. Driver’s license exam in Arabic; MENA census category; etc.)

***Stipend is available. Arabic fluency is required.

To apply, email us with your resume and tell us why you’d be a good fit (in the body of the email): general@elmahabacenter.org
Thank you so much for showing interest in the Nashville Predators Sports Education 101 Internship program. We would like to make you aware of our recent postings for this upcoming semester on Teamwork online.

This program functions much like a typical undergraduate or graduate course. Participants will receive hands-on experience in the sports and entertainment industry throughout the semester. In addition, participants in the internship program will also have opportunities to attend guest speaking events, informational sessions, receive mentorship from employees within the organization, and more.

The Nashville Predators Organization welcomes all applicants who are currently enrolled in accredited colleges or graduate schools. Participants must receive credit for the Sports Education 101 program through their academic institution. This opportunity is unpaid and does not guarantee employment with the Nashville Predators upon completion. Please click below for all available opportunities for the upcoming semester.

Apply for the Amateur Hockey and Fan Development Internship
Apply for the Communications Game Night Internship

Apply for the Communications Office Internship

Apply for the Community Relations Game Night Internship

Apply for the Community Relations Office Internship

Apply for the Guest Experience Internship

Apply for the Legal Internship

Apply for the Marketing Internship

Apply for the Public Safety Internship

Apply for the Premium Internship

Apply for the Scott Hamilton Skating Academy Internship

Apply for the Ticket Operations Internship

QUESTIONS? EMAIL US AT SE101@NASHVILLEPREDATORS.COM
Looking to become an intern serving the homeless and disadvantaged for Rutherford County?

The Journey Home Internship Program is an unpaid, semester-long internship that offers university students the opportunity to explore the world of nonprofit work. The goal of the Internship Program is to link college coursework and theory with career responsibilities and expectations to help students visualize their future.

Founded in 2006, The Journey Home is a Christian ministry that serves the homeless and disadvantaged of Rutherford County. The agency does this by meeting basic needs with day-to-day resources like meals and food staples, laundry and shower facilities, restrooms and hygiene products, clothing, communication resources (mail service, public phones, computer and internet access), and case management services including coaching and referrals through our outreach center.

The agency works to build relationships that encourage hope and strategies for moving in a new direction, reintegrating into mainstream community life through housing programs and service coordination including physical and mental health, addiction recovery, employment, parenting, household management, faith-building, and relational wellness to meet people at their point of need.

The Journey Home offers internship opportunities for business, social work, marketing, nutrition and public health. Below are brief descriptions of potential internships.

DEVELOPMENT AND FUNDRAISING INTERN

Overview of duties

- Support revenue-generation activities in major gifts, grants, direct mail and events.
- Assist with daily needs related to thank you notes and donor communication
- Assist with thank you notes and data entry in Sales Force Database
- Assist in cultivating relationships with The Journey Home donors.
- Help determine potential grants, sponsorships, and prospects.
OUTREACH AND COMMUNITY PARTNERSHIPS INTERN

Overview of duties

Community Partnerships has a concentration in working with faith-based organizations, civic groups, businesses, and organizations to partner with The Journey Home.

- Help develop new partnerships with groups to host drives, or to volunteer, provide Spring Cleaning at the Outreach Center, etc.
- Assist with recruitment and organization of volunteer to groups to help with many different aspects of The Journey Home.
- Help plan outreach strategies to reach new audiences. This could be via social media posts, press releases, creating fun videos, etc.

CREATIVE CONTENT INTERNSHIP

Overview of duties

The Creative Content or ‘design’ intern is responsible for providing support for the marketing department through a variety of channels, print, digital, web, video and other as assigned. The creative intern will assist with the development and design of core creative processes to include guidelines, collateral event materials and a variety of other creative tasks as assigned. The creative intern may also be assigned various website updates utilizing WordPress.

- The creative intern’s primary duties include, but are not limited to:
- Prepare images to coincide with social and blog posts.
- Assist with website and blog updates via WordPress.
- Assist with collateral updates and version control.
- Creation and updates to various collateral.

MARKETING & COMMUNICATION INTERNSHIP

Overview of duties

- Assist with adherence of The Journey Home Branding Guidelines
- Assist with the development of the newsletter – assisting with writing articles
- Help develop and maintain communication calendar
- Assist in writing stories illustrating client needs and outcomes
- Strategize, create and deliver e-mail marketing campaigns
- Assist in writing and distributing press releases
- Write and distribute blog, as well as developing and maintaining a strategy
- Help create content on website and social media platforms
- Monitor and report analytics from website, social media platforms
OUTREACH CENTER AND COMMUNITY CAFÉ

SOCIAL WORK INTERNSHIP

Overview of duties

The Social Work Intern is responsible for the administrative portion of enrolling a client. The social work intern will assist with the program and intake processes.

The social work intern’s primary duties include, but are not limited to:

• Database entry and reporting.
• Answering the phone.
• Providing support in the intake process.
• Assisting with providing basic needs.
• Providing support through Microsoft office suite.

NUTRITION INTERNSHIP

Overview of duties

The Nutrition Intern is responsible for helping with the Community Café. Planning meals, grocery shopping lists while staying within budget. Additionally, the intern will assist with preparing for breakfast and rotating meal in the coolers to insure freshness.

The nutrition intern’s primary duties include, but are not limited to:

• Working with volunteers in preparing meals
• Adhering to a budget while planning meals
• Organizing coolers ensuring that dated food has not expired and recommending meals to use existing items in the cooler.

INTERN REQUIREMENTS

• Students must be currently enrolled rising juniors/seniors or previously graduated from an accredited university.
• Interns are required to provide their own transportation.
• Students must submit their letter of interest and resume to apply. A letter of support is preferred but not required.

Send your inquiry to Lisbeth Couser, LCouser@LoveGodServePeople.org

Thank you for your interest.
Tennessee-based Democratic Consulting Firm Seeks Finance Intern

**Position Description**

The Finance Intern will be placed in a variety of roles and taught skills relating to donor research, donor database management, client support, and general fundraising. Additional areas of involvement may include email and digital fundraising and communications, campaign disclosure reports, graphic design, event staffing, and social media communications.

**Duties and Responsibilities**
- Conduct donor research
- Staff call time
- Complete call time follow up, outstanding pledge solicitation, and data entry
- Event Staffing
- Other duties as assigned

**Qualifications**
- Previous campaign experience preferred but not required
- Experience with Microsoft Word and Excel preferred
- Experience with Google Drive preferred
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Strong interpersonal skills and ability to work in a team environment
- Ability to manage several tasks/projects at the same time

**Hours**
- Between 15 - 20 hours per week

**Compensation**
- Pay range is $10 - $15/hour + school credit, if applicable.

This is a paid, remote position. To apply, fill out google form [here](#) and email Christina@triumphstrategies.com to let her know that you have submitted an application. Writing sample examples, [here](#). We encourage you to be creative with yours!