



JOB TITLE: Sales/Operations Intern
JOB DESCRIPTION: SALES/OPERATIONS INTERNSHIP for FALL 2017
REPORTS TO: Jon Kaplan, COO
CLASSIFICATION: Intern

Job Description:

ScreamFree Omnimedia, LLC is seeking an Intern for our Sales & Marketing and Operations Department. This person will work with Staff to complete independent projects and/or provide support in the areas of sales operations, event management, logistics, marketing, order fulfillment, data entry, and spreadsheet management. Hours and focus of work are flexible depending on availability, skills and interest. A commitment of 35-40 hours per week for a minimum of twelve weeks is desired.

Start Date: Friday, September 15th End Date: Friday, December 15th (Negotiable)

Background:

ScreamFree (www.ScreamFree.com) is the internationally-renowned, award-winning relationship help and improvement company helping millions of people conquer stress in their everyday relationships using its unique, proven, counterintuitive solution; particularly focused on parenting, marriage, and young adults.

We live in an emotionally reactive world. Decreasing attention spans and knee-jerk reactions are leading to crumbling families and a disconnected society. At ScreamFree, we believe the world needs more *adults*. By combining world-class content and proven, industry-changing growth technology, we are building a brighter future by creating more adults today -- teaching people to pause, so they can Respond More and React Less. We exist to lead both this and the next generation down the path to a calmer, better tomorrow.

Responsibilities:

Internship will offer training in a variety of tasks and provide individuals an opportunity to be part of an exciting and dynamic team. This position focuses on business planning and operational management. Internship responsibilities may shift with seasonal needs of ScreamFree. Responsibilities may include:

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| - Sales & Marketing | - Data Entry | - Spreadsheets |
| - Order Fulfillment | - Event Management | - Email |
| - Customer Service | - Logistics | - Operational Support |

Requirements:

- Interest in business operations or management (experience preferred)
- Proficiency in Email, Microsoft Office, Website/App use
- Comfortable talking on the phone