



Company Overview

MOM Your Business is a diverse organization connecting female founders to resources and opportunities to help them “mom” (take care of their business). Our goal is to provide mentoring so that thriving and inspiring women entrepreneurs can form a solid foundation and become successful business owners through motivation and collaboration. Through our support, moms can successfully blend family business, and a bunch of other stuff.

Job Description

Position title: Communications Intern

Status: Paid Internship

Reports to CEO

No Direct Reports

Position Summary

The communications intern will assist with a variety of projects and assignments to help support the goals, strategy and responsibilities of the CEO, stakeholders, and business objectives.

Essential Position Duties:

- Assist in the development of a broad range of communication content, including but not limited to social media postings, presentations, organizational announcements, briefing documents and talking points.
- Liaise with internal stakeholders to gather pertinent information for meeting events and planned content.
- Ensures brand consistency throughout all content materials.
- Participate in communication planning sessions and provide implementation recommendations.
- Sends weekly project status update reports.
- Performs all tasks and duties in an efficient manner.
- Other duties as assigned to fulfill MYB’s mission.

Qualifications

- Currently enrolled in a Business Administration, Communication or Marketing undergraduate program.
- High degree of accuracy and attention to detail.
- Ability to multitask and meet deadlines.

Mom Your Business • 1776/1410 N. 31st Street • Philadelphia, PA 19121
www.momyourbusiness.com • info@momyourbusiness.com • 800.524.4934

- Experience using social media platforms (Facebook, Instagram, Twitter, LinkedIn, TikTok, YouTube, etc.).
- Strong people management skills and ability to partner with multiple and diverse stakeholders.
- Exceptional communication skills required to present, discuss, and explain information.
- Proficient in Microsoft Office Suite

EEO Statement

Our company is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our employment decisions are based on individual qualifications, job requirements and business need without regard to race, color, marital status, sex, sexual orientation, gender identity and/or expression, age, religion, disability, citizenship status, national origin, pregnancy, veteran status and or any other legally protected characteristics.