

# Sawyer Syndicate, LLC

[www.sawsyn.com](http://www.sawsyn.com)

---

## Internship Announcement Summer 2021

### Company

Sawyer Syndicate, LLC is a woman-owned, small business in the Baltimore metropolitan area. Founded in 2008 as two separate companies, we recently merged under this new name and boast three divisions: EnterChangent (organizational and professional development), Prophetic Rhythms (performing arts) and Syndicated Scholars (academic development). As we continue to expand our brand and industry presence; Sawyer Syndicate is seeking a collaborative, organized and efficient **Business Operations Intern.**

### Description of Internship

As an intern, you will be provided with opportunities to develop an understanding of Sawyer Syndicate's services within its three divisions. You will have a chance to gain experience in client-interactions, project management and budgeting. You will strengthen your skills in leadership and teamwork; as well as grow personally and professionally. Ultimately, the successful candidate will collaborate with the management team in all stages of innovation and help to develop and expand the administrative function of the organization. The selected intern will spend their time as follows: administrative coordination (40%), project management (60%). At the end of 10 weeks, our intern's success will be evaluated through their portfolio inclusive of Sawyer Syndicate's increased industry presence and improved business analytics.

### Qualifications for Application

- Rising junior or senior undergraduate student (minimum 60 credits earned) pursuing a degree in business discipline with a cumulative GPA of 2.75/4.0
- Rising sophomores (minimum 30 credits earned) with a 3.0 or higher and a campus leadership position will be considered
- Strong business acumen, deadline oriented and exceptional proficiency in Microsoft Office Suite
- Relationship builder dedicated to building client base
- Maintain a flexible schedule inclusive of 20 hours a week from **June 1 – August 6, 2021**
- Can work independently and collaboratively as well as prioritize and manage multiple projects with minimum supervision
- This is a for-credit telework position; however, US Visa sponsorship is not available

### Deadlines and Requirements

- Application Due: May 10, 2021
- Interview: May 17 – 18, 2021
- Training: May 26 – 28, 2021
- Internship Portfolio Presentation: Week of August 2, 2021
- To demonstrate your organizational skills, business operations applicants must submit a one page essay detailing how they would organize the many functions and divisions of Sawyer Syndicate, LLC. This should be attached when you send your packet.

Completed packets may be sent to [internships@sawsyn.com](mailto:internships@sawsyn.com) and should include: a cover letter, resume, unofficial transcript and application form. Within your cover letter, please explain how your skills are applicable to the position, what you want to learn and what you hope to accomplish by the end of the internship. Applicants meeting our qualifications will be notified immediately, with interviews and training conducted via Zoom. Applicants who are extended an offer can opt to earn up to 3 credit hours (an official letter will be sent to your college and/or university) or to gain industry experience. Should you have questions, please don't hesitate to contact us via phone or email up to 48hrs before the deadline.

***Thank you for your interest. We look forward to receiving your application packet.***

Sawyer Syndicate, LLC • P.O. Box 16343 • Baltimore, MD 21210-0343 • 443-292-2426 • [internships@sawsyn.com](mailto:internships@sawsyn.com)