

SistahBoss

Address	Our team works remotely and meets at Tabor 100 in Tukwila, WA for in-person programs and occasional team meetings.
Website	www.sistahboss.net
Mission	To equip, empower, and encourage Black women through their leadership journeys
Intern Title	Brand Development and Engagement Intern
Internship Description	Join SistahBoss, a leadership development and support community for Black women, as a Brand Development and Engagement Intern . In this role, you'll gain hands-on experience supporting leadership programs and initiatives that amplify the SistahBoss brand and engage our community. Depending on your skills and interests, your work may include supporting our SistahBoss Leadership Advance (SBLA) cohort, researching funding and partnership opportunities, developing marketing and outreach strategies, or exploring new ideas for merchandise and brand growth . This internship offers the opportunity to build real-world skills in branding, social engagement, and program support while contributing to a mission-driven organization that champions leadership, community, and legacy for Black women.
Responsibilities	Top 3 Responsibilities <ul style="list-style-type: none"> • Support leadership development programs and workshops through event prep, set-up, and participant engagement (e.g., preparing materials, assisting with check-in, helping with technology and room set-up). • Create and share content on social media platforms (Instagram, Facebook, LinkedIn) to boost community engagement and brand awareness (e.g., drafting posts, designing graphics, monitoring comments, tracking platform analytics). • Research and explore potential funding sources, partnerships, and merchandise growth to help expand SistahBoss' impact (e.g., identifying grant opportunities, compiling contact lists, summarizing findings for the team).
Qualifications (required and/or desired)	<ul style="list-style-type: none"> • Exceptional organizational skills with the ability to balance multiple priorities while meeting deadlines. • Excellent written and verbal communication skills; comfortable engaging with diverse audiences. • Proficiency with Microsoft Office Suite and Google Workspace.

	<ul style="list-style-type: none"> • Familiarity with social media platforms such as Instagram, Facebook, and LinkedIn. • Creative problem solver with a proactive, self-starting attitude. • Alignment with SistahBoss' mission of empowering Black women leaders. • Prior experience in program support, marketing, research, or event coordination is a plus, but not required. • Must pass a background check and sign an NDA to protect proprietary business information.
Schedule	<p>This is a hybrid position with a mix of in-person and remote work. Interns will work approximately 10 hours per week.</p> <ul style="list-style-type: none"> • Fridays, 8:30 AM – 1:00 PM (in-person): Required on-site support for the SistahBoss Leadership Advance (SBLA) leadership program. • Remaining hours (remote): Flexible scheduling for tasks such as research, marketing, and administrative support. <p>We will work with the selected intern to set a consistent weekly schedule that aligns with both program needs and the intern's academic commitments.</p>
Working Location	<p>Hybrid (Remote + In-Person). About half of the work is remote, with 5 hours each week in person at Tabor 100, Tukwila, WA.</p>