

## Management Consulting Part-Time Internship Opportunity

trepwise is seeking a graduate student or junior or senior undergraduate to join our team part-time for a spring 2018 internship. **The internship is flexible, with a part-time or full-time option, and may start immediately or in the summer.** We are looking for a candidate who is **passionate about helping entrepreneurs grow** their businesses. An ideal intern **asks strategic questions** as they engage with projects and clients. As an impact-focused firm, our staff shares a deep **interest in social entrepreneurship**, and we look for candidates who believe that individual citizens play a critical role in finding solutions to some of society's most entrenched problems.

### About trepwise

trepwise is a business advisory firm located in New Orleans that works with organizations to improve Strategy, Operations, Finance, and Marketing. We work across industries and sectors, serving clients in the for-profit, non-profit, public and philanthropic sectors from a variety of industries, including financial services, technology, education, food & beverage, health & wellness, professional services, faith-based, the arts, and more. Our client portfolio ranges from entrepreneurs with an idea to multi-million dollar companies with 20+ years of experience in their fields.

On the *for-profit* side, we provide clients with **Chief Operating Officer (COO), Chief Financial Officer (CFO) and Chief Marketing Officer (CMO) functions**, along with **facilitation and Executive Coaching** services. We support our *non-profit* clients on **strategic and business plan development**, and work with them to improving systems for **operational effectiveness, resource cultivation, relationship management, governance, and strategy** with an eye toward growth and long-term sustainability. Our work materializes in diverse ways: a new product that improves people's health, expanded programming that gives children access to early childhood learning, or a strategic plan that enables a client to have a clear roadmap to guide their growth and expansion.

We are a twelve-person team with **cross-functional knowledge** that is exponentially larger than our size. We believe that **New Orleans' continued vibrancy can only be sustained if all individuals have equitable access to the fruits of its prosperity.** That is why we are so committed to serving the many diverse organizations that work to improve people's lives in our community.

### About the Internship

We are seeking a hard-working, passionate and **highly driven college junior, senior, or graduate candidate** to support both **client facing work as well as internal initiatives.** The intern would have the opportunity to participate in client meetings and learn firsthand from experienced trepwise advisors and associates the necessary frameworks, strategies, and tools to start, sustain, grow and expand a profitable business. **This opportunity is ideal for a student interested in business, entrepreneurship and/or consulting, who can take these learnings and apply it to future endeavors.**

As our team is lean and entrepreneurial, the intern will be expected to balance a **workload of internal and external deliverables** while meeting or exceeding deadlines. This internship will provide a highly **collaborative learning experience.** You will work closely with various team members to analyze information, inform client and internal strategies, and complete high-quality deliverables. You must be able to **work well independently** as well, knowing when to **ask for assistance and information to support your learning.**

While this internship does not guarantee a future offer of paid employment, we are committed to ensuring that you derive value from your experience with us and future employment is a possibility.

## **Responsibilities**

### **Client Facing:**

- Participate in client meetings and take detailed notes that will inform the client work plan
- Participate in scoping sessions for prospective clients to learn about the customer acquisition process, including how to translate client challenges into opportunities for engagement
- Support Advisors and Associates in producing client deliverables, such as branding and marketing documents, financial models, written reports, program design, and operational processes
- Attend networking and business/entrepreneurship events to learn about specific topics, industries and build your own entrepreneurial network

### **Internal:**

- Support **trepwise's** business development efforts and systems to understand the customer acquisition process
- Participate in internal professional development around topics such as sales processes, marketing and branding, non-profit management, cultural alignment, etc.
- Support marketing team in managing and posting to social media platforms
- Support internal team in maintaining and updating content for the firm's website.
- Participate as an active representative of the **trepwise** team by greeting clients and assisting associates and advisors as needed with deliverables and internal initiatives

## **Experience/Skills Desired**

### *Skills:*

- Ability to communicate effectively verbally and in writing
- Accountability to achieve tasks in a timely and high-quality manner
- Strong problem solving and analytical skills
- Strong organizational skills
- Ability to work under pressure and meet deadlines
- Leadership qualities such as work ethic, trustworthiness, and conscientiousness

### *Experience:*

- Actively pursuing a four-year undergraduate or graduate degree from an accredited university
- Previous internship or work experience a plus
- Coursework in business, finance, entrepreneurship, marketing or other related fields a plus

## **Next Steps**

**To Apply:** Please send a cover letter and resume to Chris Wimbush at [chris@trepwise.com](mailto:chris@trepwise.com). No phone calls please. When you apply, please use the following subject line: [trepwise – Intern]

**trepwise** is an Equal Opportunity and Affirmative Action Employer. Women and minority individuals are highly encouraged to apply.