

LITTLE  WORDS  
PROJECT  
*Internship Application*

**Little Words Project is seeking a highly motivated, energetic self-starter for an internship position (volunteer/unpaid/academic credit).**

**Essential Roles & Duties!**

- Day-to-day tasks designated by any department head including financial, PR/marketing or operations
- Daily organization and maintenance of the office in order to run a smooth operation at our headquarters
- Help with shipping and fulfillment of orders
- Data entry for all departments (must be able to use Excel)
- Research creative content for our social handles

**Qualifications!**

- Must be enrolled in a college/university in the United States and able to work 1-2 days a week (to be determined by supervisor)(unpaid position for college credit)
- Lives in or near New Jersey and is able to commute to our office in Caldwell, NJ
- Must have an entrepreneurial mindset with a self-start attitude willing to work in a fast-paced start-up company environment
- Effective writing, communication and interpersonal skills
- Must be willing to share ideas and contribute to the growth of the brand remembering that everyone who is a part of the LWP team is a crucial part.
- Photography/editing skills are a plus!

**Please complete the questionnaire below and email to [Mariah@littlewordsproject.com](mailto:Mariah@littlewordsproject.com).**

Name:

Email:

Address:

Phone Number:

College or University:

Year:

Major:

Clubs/activities:

Do you own a Little Word®? If yes, which word(s).

What does Little Words Project mean to you?

Why do you think you would be a good addition to our team at LWP?

Here at LWP we live by the mantra “Live Kindly,” and we hope to one day become the best company associated with female kindness there is. How does this mantra resonate with you?

What are some unique skills you possess that you will bring to our team at LWP?

Social Media Handles (Instagram, Twitter, Facebook):

Which days are you available?

Will you be willing/available to come in for an in-person interview? (date TBD)

I, \_\_\_\_\_ understand that, if chosen, I will be required to come into the office on set days each week determined by the Intern Coordinator. I will keep track of my hours in order to receive school credit at my college/university. I will keep the Intern Coordinator updated with school internship credit requirements or assignments I may have regarding my role at LWP.

I understand that no task is too big or too small at Little Words Project and if chosen, I will come into work each day with a spirit of openness and willingness to learn. I will be focused on the tasks at hand in order to be truly able to keep up with the fast-paced, and ever-changing environment of a startup company.