



Internship Role Description for Upward Mobility Scholar Applicants

Hosting Organization:	Envoy Global		
Role Title:	Business Development Intern	Number of roles available:	Multiple
Available to (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/> We want students ENTERING their Senior year		
Internship Work Address:	230 W. Monroe, Suite 2700, Chicago, IL 60606 We have a Chicago headquarters but currently do not require anyone (except some IT hardware folks) to come into the office. If we find a local Chicago candidate they can work from the office and many members of our sales team are going in, although not required. If we hire someone outside of Chicago they can be 100% remote.		
Work location & office COVID protocols	All in person <input type="checkbox"/> All virtual <input checked="" type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input checked="" type="checkbox"/> Masks required in the office? <input type="checkbox"/> Covid vaccines have been required in the past, we just recently loosened our restrictions. We may require in the future if cases rise. Masks have been required in the past, but are currently only required for individuals that are not masked.		
If COVID distance restrictions persist, will internship proceed this summer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Mission of Program:	[PROGRAM NAME TBD] provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.		
Anticipated Start Date:	Late May or Early June	Anticipated End:	Mid August
Number of weeks:	Roughly 10	Hours per day:	8am to 5pm
Workday starts at:	Flexible	Workday ends at:	Flexible
Hiring Manager's Name/Title:	Revenue Operations Associate		
Hiring Manager's Email:	Camille.sebastian@envoyglobal.com		

Host Org's website:	http://www.envoyglobal.com
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Internship Summary:
<p>The Business Development Representative (BDR) Intern will help contribute to our continued growth by supporting our Sales Team. This is an excellent opportunity for an enthusiastic, highly motivated, college student to join an extremely successful sales team within a rapidly growing organization!</p> <p style="color: red;">Additionally, you may be required to participate in group project activities with other interns during work hours.</p>
Essential Responsibilities of the Role:
<ul style="list-style-type: none"> • Report to the Revenue Operations Department (Rev Ops Associate, specifically) • Support Sales & Marketing efforts including:

- o Blueprinting accounts to find appropriate contacts
- o Conducting online research to add companies to our prospect database
- o Researching hiring patterns for prospect companies
- Attend all sales department meetings and be exposed to the day-to-day for a Business Development Representative
- Other projects as assigned

Knowledge and skills required:

- Completed classes towards a bachelor's degree in Sales, communications, business or a related field
- Strong desire to gain hands-on sales experience including effective targeting, lead generation, and relationship development
- Superior communication and presentation skills
- High-energy, results-oriented personality with a positive attitude and approach
- Ability to quickly learn complex subjects and communicate them in a simple manner

What does success look like for the intern at the end of the summer:

Whether general or very specific, please describe intended outcomes and accomplishments, skills acquired, project deliverables etc. This is also an opportunity to outline other expectations of the student.

Training Program

Please describe any training provided to the intern through the internship period.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:	Name	Date:	Date
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