



### Positions Available

- Accounting Intern
- Finance Intern
- Field Development Intern
- Marketing - Campaign Intern
- Marketing - Digital Intern
- People & Culture Intern
- Tech Intern
- Tech Product Intern
- Phone Animal Intern
- 49 Financial Intern

## ACCOUNTING INTERN

### ABOUT HQ:

Here at CG HQ, you are doing more than a 'job'. You are on a mission. Your mission is to positively impact as many lives as possible. Team up with us as we revolutionize the outdoor fitness industry with all-star trainers, challenging workouts for all fitness levels and community you can count on, on and off the field. How do you play a role in all of this? We're glad you asked. It takes a village and that includes everything from our caring teammates, unrivaled technology, one-of-a-kind of marketing strategy and everything in-between. CG HQ is the definition of Whatever It Takes. We are made up of hardworking, creative and loyal individuals who are in it for the long haul; CG lifers if you will! We have an unmatched work ethic and culture. If you can get behind a fast pace, unique collaborative workspace and fun days, then what are you waiting for? Come find your dream job and a new career with Camp Gladiator.

We are looking for a passionate and energetic individual to assist the Accounting team. Duties may include processing accounts payable, data entry, data analysis, and filing. As part of our team, you'll help us achieve one common goal -- to positively impact the physical fitness and ultimately the lives of as many people as possible.

### WHAT YOU'LL DO:

- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Work with bookkeeping software
- Learn how to work as part of the Accounting team to compile and analyze data, track information, and support the company
- Assist with general accounting month-end closing procedures
- Complete special project as needed and other duties assigned

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Strong working knowledge of Microsoft Excel
- Demonstrated strong organizational and partnering skills
- Innovative, organized and professional
- Ability to manage multiple projects simultaneously and effectively
- Able to work independently and as a part of the team
- Strong problem-solving skills

## **BUSINESS DEVELOPMENT INTERN**

### **ABOUT HQ:**

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At CG, we are all Better Together. The mentality is not just shared out at Camp, we live it out at HQ every day. We work in a collaborative, supportive and encouraging environment where we embrace a team mentality. We are proud to be aligned in our mission to impact as many lives as possible and it motivates us every day! We are excited to bring on our ABLE Minds interns this summer in several high performing departments, one of those being Business Development!

### **WHAT YOU'LL DO:**

This is a small but mighty team, bringing in revenue that supports our major company events and supports our 1000+ Partner Trainers Nationwide. If you are ready to make moves, get your hands dirty and contribute in a meaningful way to the bottom line, this is a position for you!

- Assist the Business Development team with key projects and tasks
- Provide new ideas for system, process improvement and organization
- Establish and maintain strong working relationships with team
- Support administrative efforts related to partnerships, specifically those that are participating in summer conference
- Deliver assigned tasks thoroughly and promptly
- Assist in email/phone communication to potential or prospective businesses wanting to further partner with CG
- Assist in product management, inventory and any other product related tasks

### **WHAT YOU'LL NEED:**

- Currently enrolled in a Bachelor degree program required
- Thorough knowledge and understanding of administrative principles
- Proactive and dedicated worker
- Proficiency in Microsoft Office and ability to learn other software programs
- Well organized and able to manage multiple projects simultaneously and effectively
- Works well under pressure and can meet tight deadlines with a strong sense of accountability
- Strong interpersonal and analytical skills with great attention to detail
- Highly organized, flexible and able to work in a fast-paced, deadline driven environment
- Ability to research, analyze and summarize in order for manager to make quick decisions
- Highly Relational and able to effectively communicate

## FINANCE INTERN

### ABOUT HQ:

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We are looking for a passionate and energetic individual who is eager to learn and grow to support the Finance team. As part of our team, you'll help us achieve one common goal -- to positively impact the physical fitness and ultimately the lives of as many people as possible.

### WHAT YOU'LL DO:

- *Financial Modeling*: Utilize Camp Gladiator's FP&A Planning Tool to create new Financial Models and repair existing Financial Models. The intern will pair CG business rules with technical skills to build out various revenue generating product forecasts
- *Financial Analysis*: Analyze the financial performance of each region that Camp Gladiator operates. This analysis includes a variance report of revenue, cost of revenue, and expenses. The intern will also utilize Camp Gladiator's ERP system to allocate costs across all regions of the company.
- *Data Analysis*: Compile and analyze Independent Contractor contract status data to determine trends across multiple variables. The intern will compile, clean, and aggregate data, followed by the review and presentation of said data.

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Strong working knowledge of Microsoft Excel
- Ability to maintain confidentiality with any and all financial data
- Innovative, organized and professional
- Ability to manage multiple projects simultaneously and effectively
- Able to work independently and as a part of the team
- Strong problem-solving skills

## FIELD SUCCESS INTERN

### ABOUT HQ:

Here at CG HQ, you are doing more than a 'job'. You are on a mission. Your mission is to positively impact as many lives as possible. Team up with us as we revolutionize the outdoor fitness industry with all-star trainers, challenging workouts for all fitness levels and community you can count on, on and off the field. How do you play a role in all of this? We're glad you asked. It takes a village and that includes everything from our caring teammates, unrivaled technology, one-of-a-kind of marketing strategy and everything in-between. CG HQ is the definition of Whatever It Takes. We are made up of hardworking, creative and loyal individuals who are in it for the long haul; CG lifers if you will! We have an unmatched work ethic and culture. If you can get behind a fast pace, unique collaborative workspace and fun days, then what are you waiting for? Come find your dream job and a new career with Camp Gladiator.

Seeking a passionate and energetic individual to assist the Field Success team as a Field Success Intern as part of the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. This intern should be prepared to work in a fast-paced team environment. Responsibilities will include coordinating with Field Success Coordinators to manage campers and trainers within the region. The Field Success Intern maintains constant communication with the Field Success team to support regions in all various administrative and creative aspects to ensure the effectiveness and thoroughness of all promotions, policies, and programs.

### WHAT YOU'LL DO:

- Assist the Field Success teams with projects and tasks
- Provide new ideas and initiatives to promote CG
- Establish and maintain strong working relationships with team
- Support administrative efforts for Region and Recruiting tasks
- Deliver assigned tasks thoroughly and promptly

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Thorough knowledge and understanding of administrative principles
- A proactive and dedicated worker
- Proficiency in Microsoft Office and ability to learn other software programs
- Well organized and able to manage multiple projects simultaneously and effectively
- Works well under pressure and can meet tight deadlines with a strong sense of accountability
- Strong interpersonal and analytical skills with great attention to detail
- Able to work independently and as a part of the team
- Highly organized, flexible and able to work in a fast-paced, deadline-driven environment

## FIELD DEVELOPMENT INTERN

### ABOUT HQ:

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Seeking a passionate and energetic individual to assist the Field Success team as a Field Development Intern. This role, along with every role at CG, strives to uphold the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. This intern should be prepared to work in a fast-paced team environment. Responsibilities will include coordinating with the Field Development team to support the on-going development of our Trainers and Field Leadership. This role works with the team to improve processes, research learning methods, and aid in the organization of Trainer events. The Field Development Intern maintains constant communication with the Field Development team to support in various administrative and creative tasks to ensure the effectiveness of the many development opportunities CG has to offer.

### WHAT YOU'LL DO:

- Assist the Field Development team with projects and tasks
- Provide new ideas and initiatives to promote CG
- Support administrative efforts for Trainer development on various platforms ●
- Deliver assigned tasks thoroughly and promptly
- Create proposals and presentations based on the needs of the team
- Support the growth and improvement of the extensive CG Curriculums

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
  - Proficiency in Google Suite and ability to learn other software programs
  - Thorough knowledge and understanding of administrative principles
  - Well organized and able to manage multiple projects simultaneously
  - Able to work independently and as a part of the team with a strong sense of accountability ●
  - Strong interpersonal, analytical and verbal skills with great attention to detail and a passion for writing
  - Highly organized, flexible and able to work in a fast-paced, deadline-driven environment ●
- Please note that we do NOT petition for H1-B visas from student visas

## MARKETING - CAMPAIGN INTERN

### ABOUT HQ:

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We are seeking an energetic, enthusiastic and highly motivated intern interested in being part of the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. This person will support the marketing team in executing on initiatives that help grow CG's customer base through campaigns and promotions.

### WHAT YOU'LL DO:

- Assist in organizing and project managing CG campaigns and promotions
- Develop and maintain timelines and key milestones in Asana
- Support in the creation of project briefs and note-taking during campaign kickoffs and key stakeholder meetings
- Survey creation and analysis
- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Deliver assigned tasks thoroughly and promptly
- Participate in team meetings and brainstorming
- Establish and maintain strong working relationships with team

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
  - Marketing or related field major preferred
  - Must have excellent interpersonal skills and follow-up skills
  - A proactive and dedicated worker
  - Proficiency in Microsoft Office, Google Suite and ability to learn other software programs ●
- Strong verbal and written communication skills required
- Able to work independently and as a part of the team
  - Highly organized, flexible and able to work in a fast-paced, deadline-driven environment.

## MARKETING - DIGITAL INTERN

### ABOUT HQ:

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Marketing is seeking an energetic, enthusiastic and highly motivated individual interested in being part of the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. You should be prepared to work in a fast-paced team environment. Responsibilities will be to support the Marketing department in executing initiatives in the following areas: digital advertising, email marketing, text communication, project management, email & digital reporting, market research and so much more.

### WHAT YOU'LL DO:

- Help develop emails and text messages in our communication platforms
- Assist with organizing timelines and key milestones in Asana for email, texts and paid advertising
- Support in note-taking during key stakeholder meetings
- Pull email and digital reports
- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Deliver assigned tasks thoroughly and promptly
- Participate in team meetings and brainstorming
- Establish and maintain strong working relationships with team

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Marketing or related field major preferred
- Must have excellent interpersonal skills and follow-up skills
- A proactive and dedicated worker
- Proficiency in Microsoft Office, Google Suite and ability to learn other software programs
- Strong verbal and written communication skills required
- Able to work independently and as a part of the team
- Highly organized, flexible and able to work in a fast-paced, deadline-driven environment.

## MARKETING - EVENTS INTERN

### ABOUT HQ:

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We are seeking an energetic and focused organizer to fill our Events Intern role assisting our Events Manager and Events Coordinator with the organization and preparation of large and small events. CG events play a huge role in helping us to achieve our mission to impact the physical fitness and ultimately the lives of as many people as possible by educating and inspiring our Trainers.

### WHAT YOU'LL DO:

- Communication with vendors
- Update and edit existing presentations
- Perform administrative tasks associated with event management
- Event setup and teardown
- Day of event support
- Assist with event AV
- Partner with Gear or Marketing for event support
- Participate in departmental team meetings

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Excellent communication with external vendors required
- Thorough knowledge and understanding of administrative principles
- Well organized and able to manage multiple projects simultaneously and effectively
- Works well under pressure and can meet tight deadlines with a strong sense of accountability
- Strong interpersonal and analytical skills with great attention to detail
- Resourceful self-starter, with a can-do attitude that thrives in a fast-paced entrepreneurial environment

## PEOPLE & CULTURE INTERN

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We are looking for a passionate and energetic individual to assist our People & Culture team with a variety of things that will allow us to make HQ an amazing place to work. You will be exposed to the back-office operations of a fast-growing company in Austin. Be a part of helping us take CG to the next level as we continue our mission to positively impact as many lives as possible.

### WHAT YOU'LL DO:

- Assist with various People & Culture functions
- Work with Facility Coordinator aiding with day to day office operations
- Serve as the backup person for the Office Assistant
- Actively seek new initiatives that will add value to the organization
- Perform various organizational tasks as needed
- Occasional errands

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- Thorough knowledge and understanding of administrative principles
- A proactive and dedicated worker
- Proficiency in Microsoft Office and ability to learn other software programs
- Well organized and able to manage multiple projects simultaneously and effectively
- Works well under pressure and can meet tight deadlines with a strong sense of accountability
- Strong interpersonal and analytical skills with great attention to detail
- Reliable transportation
- Able to work independently and as a part of the team
- Highly organized, flexible and able to work in a fast-paced, deadline-driven environment

## TECH INTERN

### ABOUT HQ:

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Seeking an enthusiastic and highly motivated individual interested in technology to be part of the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. You should be prepared to work in a fast-paced environment to support the Tech department and gain valuable experience to apply to your career.

### WHAT YOU'LL DO:

- Assist the technology department with projects and tasks
  - Document and test new software applications
  - Assess new application ideas
  - Provide new ideas and initiatives to improve IT practices
  - Support technology efforts through to completion
  - Deliver assigned tasks thoroughly and promptly
  - Participate in programs that align to mission, vision, and values of the company ●
- Maintain fluent knowledge of the company's core products and services

### WHAT YOU'LL NEED:

- Enrolled in a 4-year college program to earn a Bachelors or Masters
- Taken at least 1 full semester of programming
- Incredible written and verbal communication skills
- Ability to work well in a team setting
- Must be pro-active

## TECH PRODUCT INTERN

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Seeking an enthusiastic and highly motivated individual interested in user experience to be part of the CG Mission: to positively impact the physical fitness and ultimately the lives of as many people as possible. You should be prepared to work in a fast-paced environment to support the Tech Product/UX department and gain valuable experience to apply to your career.

### WHAT YOU'LL DO:

- Create requirements, business/system flow diagrams and other documentation to support project deliverables
- Participate in the Agile development lifecycle, as an integral member of a sprint team ● Work directly with sprint team(s) to ensure product success and quality
- Collaborate with user research and design team members to deliver an effective user experience ● Collect, analyze, and summarize product issues and pain points to recommend product enhancements

### WHAT YOU'LL NEED:

- Currently enrolled in a Bachelor degree program required
- A strong passion for technology, an analytical mind and be comfortable translating product vision into engineering requirements
- Outstanding oral and written communication
- Ability to work cross-functionally with multiple teams and stakeholders; excellent relationship building, collaboration, negotiation and influence skills

## **Sales Operations Intern [Phone Animal]**

### **ABOUT PHONE ANIMAL:**

*Phone Animal is an Austin, Texas based Sales Company whose purpose is to optimize lead generation for realtors. Founded by top Real Estate Agent and Entrepreneur Tim Heyl of Heyl Group, this company is breaking records and creating an unmatched service for agents all over the nation. Website: <https://www.phoneanimal.com/about>*

*Phone Animal is looking for a leadership oriented intern with a drive for administrative business tasks and projects that support the company on an operational level. Are you detail oriented, proficient in spreadsheets, research analytics and reporting? This could be the perfect opportunity for you to flex those muscles and refine your skills while learning directly from Austin's top sales and business leaders.*

### **List of Qualifications**

- *Currently enrolled college student with a major in a business related field*
- *Strong communication and relational skills*
- *Well organized and able to manage multiple projects simultaneously and effectively*
- *Works well under pressure and can meet tight deadlines with a strong sense of accountability*
- *Resourceful self-starter, with a can-do attitude that thrives in a fast-paced entrepreneurial environment*
- *Maintain compliance with all state and federal laws.*
- *High-energy dynamic leader that enjoys connecting relationally with others of all ages, life experiences, and backgrounds*
- *Proven self-starter, self-managed, driven to succeed*
- *People-oriented.*
- *Proficient and active on social media*
- *Proficient in common computer applications such as Word, Excel and database systems.*
- *Must establish and maintain professional working relationships*

### **List of Responsibilities**

- Help clean up current database with fresh numbers and data*
- Help clean up current database with correct closing information*
- Organize sales data to curate specified lists for sales team*
- Help build and design sales material*
- Investigate potential lead generation services*
- Work with customer success on specified client accounts to improve client/phone animal relationship*
- Connect with clients on outstanding items needed to complete account*

## Tech Intern Summer 2021

### About 49 Financial

49 Financial is a comprehensive financial planning firm founded in Austin, TX. We currently have offices in Austin, Dallas, Houston and Atlanta.

At 49 Financial, we implement "Two are Better than One" in everything we do. Through our training, mentorship, and leadership development programs, we accelerate your learning experience so you're well-equipped to create a substantial impact. We believe in the power that comes from planning for finances together, rather than alone, for both our clients and our associates.

### About the Role

This intern will help support our Solutions Architect with the tools that our firm uses. Our independence as a firm, our pace of growth, and our current stage in a company life cycle requires us to be quick on our feet and find quick solutions to any challenge or issue we encounter. We believe this intern will be able to gain experience working with a variety of tools, as well as experience working with a fast-paced, early-stage firm.

### Roles & Responsibilities

- Help create and rollout improvements and enhancements to current 49 tech stack (CRM, databases, etc.)
- Assist Solutions Architect in daily maintenance functions of existing technological solutions (reporting, database clean up, etc.)

### Prerequisites

- High level of competency with advanced excel functions (pivot tables, look ups, complex formulas, visual basic)
- Familiarity with relational databases
- Computer Science background preferred