



Organizational Development Internship

We are –

True Synergy, Inc., a boutique professional and organizational development consulting company, based in Los Angeles, CA that specializes in corporate culture change and behavioral transformation in individuals, companies, and industries. To learn more about us, visit www.truesynergyinc.com.

You are –

A resourceful, innovative, creative, and self-motivated person who has a passion for improving the corporate workplace of all sizes. You have an entrepreneurial mindset and enjoy risk-taking or you are good at supporting an entrepreneurial leader who takes risks and thrives; you are the entrepreneur's right-hand person who jumps in to get things done when needed. You can juggle multiple priorities and can thrive in an ever-changing, external consulting environment. You are also a strong researcher who can pull information and data that can help our clients transform into collaborative, inclusive, and thriving workplaces. You also have some textbook knowledge of organizational development principles, methodologies, and interventions. The ideal candidate has excellent writing and verbal skills are outgoing, tenacious, detail-oriented, and has a strong knowledge of organizational psychology and the phases of consulting.

The internship –

Learn the behind-the-scenes function of a growing boutique consulting company. You will help with a variety of back-office tasks, including posting to social media, business development activities, office operations tasks, researching, and creating content. There may be some opportunities to work directly on client projects as needed. The goal is to learn the ins and outs of a consulting practice and help create systems, processes, and structure for our company. You will also get to work with a senior OD consultant (the founder and CEO) who has been a corporate executive, understands how to build a practice, and enjoys mentoring students.

WORK LOCATION + HOURS:

- Remote
- Flexible but able to commit to a set schedule

REQUIREMENTS:

- Unrestricted access to cell phone, laptop, and fast internet
- Excellent writing, proofreading, and communication skills
- Creative, tenacious, and entrepreneurial
- Some working knowledge of online business tools including Microsoft Office 365, Google Suite, Canva, Slack, Zoom, Dropbox, Mailchimp, and social media platforms, and can get up to speed quickly is a BIG plus
- Pursuing a degree in Organizational Psychology, Organization Development, Organizational Behavior, Applied Behavioral Science, Human Resources Management, Marketing Communication, or a related field
- Must have at least 1 year of experience

SCHOOL CREDIT:

This is an unpaid internship. You must be in an approved internship program at your college or university. You can apply year-round for spring, summer, or fall internships. If you are looking to receive school credit, please be sure to inform us when applying.

Please send a cover letter and resume to info@truesynergyinc.com