



### 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 for high growth companies. To learn more about us, visit [www.truesynergyinc.com](http://www.truesynergyinc.com).

You are –

A smart, resourceful, creative, and self-motivated student who has a passion for improving the corporate workplace of all sizes. You have an entrepreneurial mindset and enjoys risk-taking. You can juggle multiple priorities and can thrive in a small but growing 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 understand organizational development principles, practices, and methodologies of the applied behavioral sciences. The ideal candidate has excellent writing, verbal, and presentation skills, is outgoing, tenacious, detail oriented, and has strong knowledge of organizational psychology and interest in consulting.

The internship –

Learn the behind-the-scenes function of a growing boutique consulting company. You will get direct coaching and mentoring from the Founder and CEO.

Assist on a variety of back office administrative tasks, including designing and implementing programs that will improve our clients' organizational and behavioral performance. You will develop content and assessment materials to identify key organizational issues and needs; conduct research and develops programs that support employee engagement; JEDIBA awareness; team development and training. You will prepare materials, assist in facilitating some meetings or training sessions. You will also write articles, develop case studies, and participate in evaluation of programs. There may be some opportunities to work directly with clients as needed.

The goal of the internship is to help students learn, grow and advance in their careers.

#### WORK LOCATION + HOURS:

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

#### REQUIREMENTS:

- Unrestricted access to cell phone, laptop, and fast internet
- Excellent business writing, proofreading, and communication skills
- Creative, tenacious, and entrepreneurial
- Self-started and self-motivated
- Diplomacy and warm relationships with clients
- Experience in using Microsoft Office, Google Suite, Canva, Slack, Zoom, Google, Mailchimp, etc., and social media platforms a BIG plus
- Pursing 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 in an office setting

#### SCHOOL CREDIT:

This is an unpaid internship. However, a small monthly stipend can be negotiated for someone with greater skills and experience. You must be in an approve internship program at your college or university. If you are looking to receive school



credit, please be sure to inform us when applying. You will be asked for a letter of recommendation by your school administrator (could also be from a professor) and a previous employer.

Please send a cover letter, resume and non-official transcript to: [info@truesynergyinc.com](mailto:info@truesynergyinc.com).