



# **LiveKindly Enactus Job Opportunities**

## Contents

<b>Intern Title/Role</b>	<b>Page</b>	<b>Preferred Location</b>	<b>Hours per Week</b>	<b>Duration</b>
China Startup	3	Shanghai	25-30 hours	6 months
Finance Intern	3	New York City	20-30 hours	As long as possible
Digital Marketing Performance Specialist	4	Europe	20 hours	3 months +
Editorial Intern	5	Remote	20-30 hours	12 months
HR intern Europe	5	Remote (preferably Europe)	20-30 hours	
Integration Management Intern	6	Remote	20-30 hours	6-9 months
Social Content Intern	7	Remote (preferably North America)	20-30 hours	12 months

## **ABOUT LIVEKINDLY COLLECTIVE**

[The LIVEKINDLY co](#), a collective of heritage and startup brands is on track to become one of the world's largest plant-based food companies. Under the leadership of founders, entrepreneurs, and global leaders our Mission is to make plant-based living the new norm by creating delicious and nutritious food without the need for animals or the depletion of natural resources.

Join us on our journey to inspire change in the world by bringing kindness where it belongs: to your plate!

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August 2020

### **GREATER CHINA REGION START-UP INTERN**

**Location: Shanghai, China**

#### **POSITION SUMMARY**

We are seeking an intern to help aid with start-up operations in our Greater China region. The role will work closely with our Regional Director of Greater China and focus on start-up tasks including:

- Marketing for the Greater China region
- Information gathering and market research
- Analysis of relevant information
- Other start-up related project work

#### **QUALIFICATIONS:**

- Completed High school diploma
  - Studying toward a degree in business start-up or a related field
  - Experience working in a professional setting
  - Tech savvy and proficient in all Microsoft Office applications
  - Excellent administrative and organizational skills
  - Effective communication skills
  - Detail oriented
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August 2020

### **FINANCE INTERN**

**Location: New York City**

#### **POSITION SUMMARY**

We are seeking a Finance intern. The role will work closely with our Chief Financial Officer and our Chief Accounting Officer & Controller and focus on financial tasks including:

- Working with the CFO on financial projects
- Working with the Controller on accounting projects
- Other finance related project work

**QUALIFICATIONS:**

- Completed High school diploma
- Studying toward a degree in finance or related field
- Finance and modeling experience
- Experience working in a professional setting
- Tech savvy and proficient in all Microsoft Office applications
- Excellent administrative and organizational skills
- Effective communication skills
- Detail oriented

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August 2020

**DIGITAL MARKETING PERFORMANCE SPECIALIST INTERN**

**Location: Europe**

**POSITION SUMMARY**

We are seeking a Digital Marketing Performance Specialist intern. The role will work closely with our Chief Marketing Officer and focus on marketing tasks including:

- Getting a full understanding of the Set, KPI's, and the performance of all of the Digital Campaigns within the LIVEKINDLY Collective.
- Design an aligned standard (of KPI's) for performance measurement
- Help to improve briefings for future Digital campaigns
- Other marketing related project work

**QUALIFICATIONS:**

- Completed High school diploma
  - Studying toward a degree in Marketing or related field
  - Experience working in a professional setting
  - Tech savvy and proficient in all Microsoft Office applications
  - Excellent administrative and organizational skills
  - Effective communication skills
  - Detail oriented
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2020

## **EDITORIAL INTERN**

**Location: Remote**

### **POSITION SUMMARY**

We are seeking an intern to help aid with editorial content for LIVEKINDLY Lifestyle. The role will work closely with our Head of Operations, Staff Writers, and Directors of Content and focus on editorial tasks including:

- Writing and generating ideas for LIVEKINDLY Lifestyle editorial content
- Helping to edit editorial content
- Other editorial related project work

### **QUALIFICATIONS:**

- Completed High school diploma
- Studying toward a degree in Writing, Journalism, or a related field
- Experience working in a professional setting
- Tech savvy and proficient in all Microsoft Office applications
- Excellent administrative and organizational skills
- Effective communication skills
- Detail oriented

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August 2020

## **HUMAN RESOURCE INTERN EUROPE**

**Location: Remote, preferably Europe**

### **POSITION SUMMARY**

We are seeking a Human Resource intern for Europe. The role will work closely with our Head of HR for Europe and focus on Culture-related and HR Operations tasks including:

- Assess and describe cultural similarities and differences between our acquired companies
- Support change initiatives that reinforce and celebrate our company culture
- Create job descriptions for (new) roles in the integrated organization
- Analyze similarities and differences in HR processes across different acquired companies
- Map (new) integrated HR programs and help prepare communication materials for employees
- Recruitment activities (sourcing and screening of candidates)

- Offer letter and Employment contract creation
- Other HR and cultural integration related project work

**QUALIFICATIONS:**

- Completed High school diploma
- Studying toward a degree in Human Resource Management or related field
- Experience working in a professional setting
- Tech savvy and proficient in all Microsoft Office applications
- Excellent administrative and organizational skills
- Effective communication skills
- Detail oriented

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August 2020

**Integration Management Internship**

**Location: Remote**

**POSITION SUMMARY**

We are seeking an **Integration Management** intern who will support integration of LIVEKINDLY COLLECTIVE operations in Europe. The role will work closely with our **Integration Project Manager** (ex-project manager from top-tier consulting firms) and focus on following tasks:

- Supporting integration tracking, monitoring and reporting
- Supporting interactions with stakeholders involved in the integration (department leads, startup brands etc.)
- Conducting research and developing analysis
- Performing other ad-hoc tasks required to support integration

**QUALIFICATIONS:**

- Senior year student/recently graduated from a degree in business or a related field
  - Outstanding academic performance and an aptitude for analytics
  - Strong record in work setting or extracurricular activities
  - Pervious internships in top-tier consulting firms would be considered as a plus
  - Tech savvy and proficient in all Microsoft Office applications
  - Excellent administrative and organizational skills
  - Effective communication skills
  - Detail oriented
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August 2020

**SOCIAL CONTENT INTERN**

**Location: Remote, preferably North America**

**POSITION SUMMARY**

We are seeking a Social Content intern. The role will work closely with our Social Media Coordinators and Head of Operations at the LIVEKINDLY Lifestyle and focus on tasks related to social content creation including:

- Creating social content for all LIVEKINDLY social channels (website, Instagram, Twitter, etc.)
- Other social media related project work

**QUALIFICATIONS:**

- Completed High school diploma
  - Studying toward a degree in content design, content creation, or a related field
  - Experience working in a professional setting
  - Tech savvy and proficient in all Microsoft Office applications
  - Excellent administrative and organizational skills
  - Effective communication skills
  - Detail oriented
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