

Sunday, May 31, 2015

Administrative/Business Management Internship for Dance-Fitness Company

Company: Body Conceptions by Mahri, Ltd.

Location: New York, NY

Compensation: unlimited fitness classes/college credit

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Work and work out with Team BoCo! Body Conceptions by Mahri, a boutique dance-fitness method, seeks an administrative intern to work 5-10 hours per week assisting in the organization of clients, scheduling, and event coordination. Intern should have an interest in business management, marketing, and/or PR. An interest in fitness or dance is a plus. Intern will work closely with the company's owner, Mahri, and the business and PR teams. The position is unpaid but intern will receive unlimited Body Conceptions classes! Internship can also be completed for college credit.

Responsibilities:

- Organize and manage client lists and packages on online booking software, MindBody
- Input and organize private client scheduling
- Assist with event coordination
- Assist the business team with marketing and social media strategy
- Assist with local business and residential outreach

Requirements:

- Currently pursuing or has an undergraduate degree
- Detail-oriented and highly organized
- Strong communication and writing skills
- Team player with an eagerness to help and take initiative
- Proficient with Microsoft and Google applications
- Knowledge of MindBody software is a plus
- Creative problem solving skills
- Ability to work independently
- High energy and positive attitude

Please send resume and brief cover letter to Allie Harris at admin@bodyconceptions.com

Company Website and Social Media Handles:

www.bodyconceptions.com

Twitter/Instagram: @bodyconceptions

Facebook: facebook.com/BodyConceptions

Point of Contact: Allie Harris, admin@bodyconceptions.com

About Body Conceptions:

Inspiration meets perspiration in Mahri Relin's fitness studio Body Conceptions by Mahri. Energizing popular music and a rotating exercise roster motivate clients while strengthening and toning every zone of the body. Deemed one of the two "Best Body-Sculpting Workouts" in New York City by Vogue, Body Conceptions has been featured in The New York Times, Harper's Bazaar, SELF Magazine, Redbook, Vogue, Fitness Magazine, DuJour, The New York Daily News, Well + Good, and Dance Spirit Magazine. Mahri has created feature content for SELF Magazine, Fitness Magazine, Elizabeth Street and FITiST and is a select trainer for Ford Models.

Body Conceptions by Mahri, Ltd.
New York, NY
www.bodyconceptions.com

For more information:
Allie Harris
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