

Position Description  
**Intern for Jean Collins**

**Jeannie's Jams and Jellies Internship**

Duration: 2025-2026 School Year (Semester 1 and/or Semester 2)

Job Title: Skilled worker for Jean Collins

Supervisor: Jean Collins

Regular hours: 4-10 hrs. Per week

Schedule: Flexible

Wage: \$15.00/hour

**Overall purpose and objective of this position:**

The purpose of this internship is to show students the operations of a small business owner and how to manage all aspects from start to finish.

**Scope of work:**

- Labeling jars
- Advertising/ maintaining social media/website
- Filling orders/preparing to ship
- Keeping/ organizing strict inventory

**Preferred Skills:**

- Active listening
- Hard Working
- Detail oriented
- Extensive Knowledge of use of social media
- Interest in business
- Good Communicator

**Application Process:**

Application portal opens March 1st, 2025 and application materials are required no later than April 14th, 2025.

- IMESD Application
- Resume
- Cover Letter
- 1 Letter of Recommendation