

ConqHer, Inc.

Business Development & Community Engagement Intern

About Us:

At **ConqHer, Inc.**, our mission is to embrace under-resourced girls and women to thrive through education, mentorship, leadership, and holistic growth; equipping them with skills and resilience for lasting success.

Role Overview:

Are you a connector, a communicator, or someone who thrives in social settings and wants to build meaningful relationships in the community? Do you enjoy researching opportunities, planning events, and meeting new people? If so, the **Business Development & Community Engagement Intern** role at ConqHer, Inc. is calling your name!

As our intern, you'll help expand ConqHer's presence in the community by supporting outreach, relationship building, and event readiness. From researching networking events to ensuring we're stocked with materials for our next big moment, your work will directly help us grow and shine in the spaces we're called to be.

This internship is a great opportunity to build your communication, outreach, and relationship management skills—while working with a purpose-driven organization.

What You'll Do:

Research Opportunities:

Identify and track local networking events, expos, volunteer fairs, tabling opportunities, and potential partnerships in the DFW area.

Engage in the Community:

Attend events alongside the Director or Board Members to help with setup, tabling, capturing contacts, and representing ConqHer.

Support Event Readiness:

Ensure we have what we need; flyers, swag, signage, and supplies. Reorder materials as needed and prep kits for events.

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Network on LinkedIn:

Search for aligned partners, sponsors, and contacts on LinkedIn. Assist in sending introductory messages or organizing warm outreach.

Maintain Outreach Calendar:

Keep an organized calendar of confirmed and potential opportunities, deadlines, and upcoming events.

Organize Contacts:

Assist in tracking new connections, leads, and community partners—both digitally and physically.

Who You Are:**A Relationship Builder:**

You love making connections, sparking conversation, and representing organizations you believe in.

Organized & Detail-Oriented:

You notice when things are missing and take initiative to make sure we're event-ready.

Strong Communicator:

You're comfortable speaking to others in-person and online, and enjoy helping people understand our mission.

Resourceful & Curious:

You know how to search, ask, and find what we need; whether that's a new printer vendor or a youth-focused tabling event.

Mission-Driven:

You care deeply about community, youth empowerment, and making a difference through your work.

Qualifications:

- Currently enrolled in or recently graduated from a college or university program in one of the following (or similar) fields:
 - Public Relations

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- Marketing
 - Communications
 - Nonprofit Management
 - Business Administration
 - Event Planning
 - Community Development
- Strong organizational and communication skills
 - Familiar with Google Drive, Canva, or LinkedIn (or willing to learn)
 - Ability to commit 15 hours per week for the duration of the internship
 - Highly recommend having transportation (for in-person event support), but remote candidates will be considered
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How to Apply:

If you're ready to build your professional skillset while supporting a mission that empowers girls and women, we'd love to hear from you! Please send your resume and a short statement about your interest in this role to **hello@conqher.org**.

Don't have a resume? You can still apply! Just fill out our interest form **[HERE](#)**.