

Company Name: Careers Equipped

Job Title: Supplier Diversity, Events & Outreach Intern

Length: Part-time, 10–15 hours per week (some evenings/weekends for events)

Wages: Unpaid

About the Organization:

Careers Equipped is a career strategy and coaching company based in Dallas, Texas, specializing in helping women advance in high-stakes industries such as cybersecurity, compliance, risk management, and program/project management. We partner with corporations, workforce development organizations, and community programs to provide career advancement workshops, group coaching, and outplacement services.

Description:

The Supplier Diversity, Events & Outreach Intern will gain hands-on experience in supplier diversity registration, procurement research, event coordination, and social media outreach. This role is ideal for someone who wants to learn about corporate supplier diversity programs, proposal tracking, and business development — while also gaining in-person experience assisting at professional events such as career fairs and networking mixers.

Essential Duties:

- Research corporate, government, and nonprofit supplier diversity portals and register Careers Equipped.
- Track portal status, deadlines, and RFP postings in a shared spreadsheet.
- Assist with preparing and submitting basic proposals and capability statements.
- Attend local events (career fairs, networking events, Coffee & Chick Chat) to assist with booth setup, attendee check-ins, lead capture, and customer engagement.
- Capture behind-the-scenes photos/videos for social media during events.

- Conduct outreach on LinkedIn, Instagram, and Facebook to connect with potential clients, partners, and supplier diversity professionals.
 - Maintain an organized database of leads and contacts from both events and online outreach.
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Requirements:

- No GPA requirement
 - Majors in Business, Marketing, Communications, Supply Chain, or related fields preferred
 - Comfortable approaching and speaking with people at events
 - Strong organizational and research skills
 - Basic knowledge of Excel/Google Sheets
 - Social media familiarity (Instagram, LinkedIn, Facebook)
 - Must have reliable transportation to attend events in the Dallas/Fort Worth area
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Contact Person:

Chelsea Hampton
Founder & CEO
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