Your Corner Office

Street Address: 427 E. Monroe, Springfield, IL 62701
Phone number: 217.679.4653   Fax number: 217.210.0224
Email Address: community@urcorneroffice.com
Agency Contact: Melissa Hamilton, President/Community Founder

How should students contact this agency? Email
How should students submit cover letters and resumes? Email – please enter Internship in the subject line

General Description of agency or business
Your Corner Office is located in Downtown Springfield, IL and is a shared working space that provides resources business professionals can leverage to collaborate, meet with clients, and host productive meetings. This co-working environment is designed to help yield higher productivity while encouraging you to grow personally and professionally.

We are committed to help our members build relationships within the community by fostering a networking atmosphere with a diverse group of entrepreneurs, freelances, small business owners, remote workers, travelers, and working professionals. Your Corner Office offers services like workshops, training, business mentoring, recruiting, and social networking events to help support your career development and grow your business.

Across the country, the concept of a dedicated co-working space is expanding as companies move towards virtual work environments. Your Corner Office aims to meet the needs of smaller companies, sole proprietors, and community groups looking to expand from their home or the local coffee shop to a more professional setting. Whether you are a start-up, non-profit, or small business, large leases may not make sense. Share business resources and connect with other like-minded individuals and groups.

Visit us online for more information at www.URCorneroffice.com

Your Corner Office was registered as an assumed name under parent company Synergetic Solutions, Inc.

Synergetic Solutions is a consulting firm that provides client focused strategies to identify business opportunities to develop creative solutions to exceed client expectations. We
provided consulting and training services related to human resource/personnel development and management.

As the founder of this consulting firm, I dedicated myself to delivering solutions related to personnel strategic planning, moral improvement, and the challenges of “doing more with less.”

**Positions Title:** Community Intern

**Internship Description**

The community intern will report directly to the Community Founder. This position will assist in daily operations of Your Corner Office under the guidance and supervision of the Community Founder. These duties will include:

- Marketing and driving growth of Your Corner Office. Work with founder to strategize and implement appropriate marketing, advertising and promotions of the business.
  - Social media strategy and campaign
  - Website and Co-Working Application integration
  - Advertising and creative marketing campaign
- Facilitation of relationships between members and community. Welcome new members, review terms of use, provide tours and explain services
- Administrative duties: assisting with day to day operations
- Facilitation and coordination of events, workshops, trainings, and meetings
- Networking and Sales
- Assist with client business consulting services, surrounding marketing, recruiting, research and development.

**General Responsibilities:**

- Maintains a strong commitment to the purpose and values of the Your Corner Office Community: creating positive change within downtown Springfield and providing a positive atmosphere for members
- Maintains a learning posture, a cheerful disposition, good interpersonal communication skills
- Willingness to work in a relational environment and team context are absolutely essential
- Maintains a strong commitment to the purpose and values of the business
- Maintains a commitment to excellence and customer service orientation
- Maintains absolute discretion in matters of confidentiality

**Basic student learning anticipated**

Working for Your Corner Office will give a student broad experience in various industries. We
work in many different niche markets and provide various services to assist our clients, community and members.

**Hours per week:** Up to 40

**Number of weeks:** 8-16

**Position Available:** Fall, Spring, Summer

**Compensation:** Unpaid, possible stipend