

BBB FALL 2023 PAID INTERNSHIP

Ethics Research & Communications Intern



8-10
Hours/Week

\$15
Per/Hour

**REMOTE
WORK**

Apply: joinhandshake.com #7669333

BBB Ethics Scholar Internship

Designed to provide an in-depth, real-world look at trust and ethics in business. Students will work with businesses or nonprofits that have been nominated for the elite BBB Torch Award for Ethics. Ethics Scholars will research the nominated organizations and work collaboratively with their executive teams and employees to prepare both a written and oral analysis as to how these organizations meet and exceed BBB's Torch Award criteria. This is a highly competitive internship that will provide hands-on, real-world work experience with a leading regional business or nonprofit organization.

After the Internship

BBB Ethics Scholars will be promoted as potential employees to our more than 4,000 BBB Accredited Businesses in Northern Colorado and Wyoming and spotlighted at BBB's annual Torch Awards for Ethics Celebration event in April 2024.

Who we are looking for

College Junior, Senior or Masters Student; studying business, communications, marketing, accounting, finance, public relations, human resources, journalism, philosophy, civics, and humanities.

Apply today; interviews Scheduling Now!



There are numerous benefits I gained from BBB's Ethics Internship as I sought a permanent role in the workforce. My employer is fully dedicated to ethics in the workplace and our culture and that is something I identified as a priority through BBB's internship."



Joe Rubald

Ethics Scholar Intern 2022

ETHICS RESEARCH & COMMUNICATIONS INTERNSHIP



15-week paid internship:

- Option to achieve class credit
- Fall Semester 2023 (end of Aug thru mid-Dec)
- Need to be able to dedicate approximately 8-10 hours per week
- Interns work independently and remotely with weekly check-ins
- Required attendance - Orientation August 2023
- Compensation is \$15/hour; including reimbursement of mileage and expenses

What you'll be doing:

- Research the organizations you are paired with and prepare interview questions based on BBB's Torch Award criteria
- Schedule appointments with nominated organizations to meet with executive leadership, managers and employees
- Write a comprehensive analysis of how the organization meets or exceeds the award criteria
- Present findings of your analysis to a judging panel comprised of local business and community leaders
- Additional ethics-focused projects as assigned

The knowledge and skills you'll need:

- General knowledge of business ethics helpful
- Outstanding written and oral communication skills
- Ability to think and work independently
- Must have a professional demeanor
- Highly organized and able to work independently and manage/prioritize multiple tasks and deadlines
- Thorough understanding of the need for confidentiality
- Valid driver's license, clean driving record, and reliable transportation

Internship Interviews

- Interviews are scheduling now and may be held in-person or virtually to accommodate your availability
- Please provide a cover letter introducing yourself and telling BBB why an ethics-based internship is of interest and value to you
- Include a letter of recommendation from a professor, mentor, or job experience

Lastly, apply at joinhandshake.com #7669333 or by sending your resume, cover letter, and letter of recommendation to Jennifer Hahnke



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For more information, contact Jennifer Hahnke, Education & Outreach Manager, jhahnke@wynco.bbb.org | 970.488.2033