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FELLOWSHIP PROGRAM OVERVIEW



ENTREPRENEUR FELLOWSHIP

Hello Potential Fellow!

I am an Entrepreneur with expertise in sales, marketing, branding, and leading a business. With over 20 years of experience, I have successfully built and developed teams for multiple companies.

To support the future growth of these businesses, I am looking for an up-and-coming entrepreneur to assist with day-to-day tasks, administrative duties, and special projects. This individual will be motivated and excited to learn all of the different aspects and facets of entrepreneurship and running a business.

Each company has multiple employees, revenue streams, products, and moving parts. The day-to-day activities include involvement in accounting and financials, sales, marketing, operations, HR and employee management, deal structuring, meetings, and professional development.

This candidate will have the opportunity to shadow and learn from an owner of multiple businesses and get hands-on experience in facilitating the development and growth of these businesses.

Role/Responsibilities

- Connecting each morning to review the day's tasks, identify and solve problems, and discuss what is happening throughout his day.
- Documenting key information from each morning meeting to create LinkedIn and other social media posts that showcase the day in the life of an entrepreneur.
- Posting, commenting, and engaging with my audience on LinkedIn.
- Creating agendas and completing additional preparations for meetings.
- Attending and shadowing meetings. These meetings include but are not limited to daily team check-ins, advertising meetings, and project update meetings.
- Working on special projects.
- Completing administrative work.
- Sorting emails and checking progress on tasks.
- Connecting with Matt for end-of-day check-ins.

SCHEDULING

This is a part-time position, 10-20 hours per week. Scheduling is flexible between the hours of 9am. to 5pm. Monday through Friday. Currently this is a remote/WFH position. There will be times where in-person meetings are required with both Matt, team and company clients.

Location

Wherever you get your best work done!

Compensation

This is an paid-hourly position. Fellows will be paid at a rate of \$15/hour.

HOW TO APPLY

Submit resume and cover letter to mbrower@heynowmedia.com

Please include any portfolio links, content you have produced (writing, photo, art, video, graphics), and a brief statement as to why you think you would crush it in this role - what will you bring to the table and what would you hope to gain from this experience?

Here's Some Background



Matt Brower has a strong drive and entrepreneurial mindset. He is a Partner at several businesses including Hey Now! Media, Bilz USA, Impäkt Organic, Local Stock Shop, and Mushroom Extracts. By creating “AHA” moments and solving business problems, he helps both people and businesses grow.

Hey Now! Media is a marketing agency that specializes in branding, websites, and digital marketing. We help businesses implement strategic marketing programs that generate brand awareness, leads, and sales.

Bilz USA engineers leveling and vibration isolation solutions for experts with high standards and unique requirements. Our product line features German-engineered parts that are of the highest quality and built to last.

Impäkt Organic creates all-natural pain relief and skin care products, infused with layered therapies. Each product is formulated to support a specific body system to help people look and feel their best.

Local Stock Shop is a stock photo and video website that features premium localized stock for commercial and personal use. They offer the highest quality with the most unique shots.

Mushroom Extracts offers daily holistic mushroom supplements that support a healthy lifestyle. They combine high-quality organic mushroom extracts with nature’s best functional ingredients from around the globe.



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**Entrepreneur
Fellowship**