



JACK/JILL OF ALL TRADES INTERN

Think about the first time someone recognized in you a spark, a talent you hadn't yet seen in yourself. Remember the way your heart soared when you felt the power of what you could do and be. At BeadforLife and Street Business School, we help women living in poverty experience that feeling by turning their spark into a fire of purpose. We provide entrepreneurial training programs for women living in extreme poverty through our Street Business School, with a goal of reaching 1 million women by 2027.

BeadforLife is looking for an organized and energetic, roll up your sleeves type of intern to join our team. This internship is an excellent opportunity to experience various aspects of running a Fair Trade jewelry business while working for a global non-profit organization. In this role, you will provide general administrative support for the BeadforLife team. Your job will be to help in the following areas: bead jewelry research and fulfillment, special projects, outreach, packaging and supplies coordination, creating reports/spreadsheets and more.

What we'll do for you:

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting the world
- You'll gain an understanding for the operations of the organization
- You'll have some time in the office and some flexibility to do your work where you'd like

Responsibilities:

- Provide wide array of general support, based on organizational needs for 10-15 hours per week throughout the spring semester/summer
- Provide social media amplification and ideation for Facebook, Twitter, Instagram, Pinterest and potentially more channels
- Create reports for the team – research, product information and more
- Conduct list updates/research as per the direction of the Sales team
- Help develop team calendars and Google Docs
- Produce creative mailings for both brands
- Assist the BeadforLife team in order fulfillment, bead jewelry organization and more
- Conduct research for the organization

Qualities we are seeking:

- Excellent written communication skills
- Ability to manage a variety of tasks through excellent organizational skills
- Knowledge of digital and social media marketing and trends
- Desire to make a difference in the world

Position details:

As BeadforLife is a non-profit organization, this is an unpaid internship. Best efforts will be made by BeadforLife to, together with the student, submit this internship for university credit.

Please apply: Please send your resume to Jobs@BeadforLife.org with "Jack/Jill of all Trades Intern" in the subject line.