



## **Job Description: Fashion Marketing & Communication Intern**

Are you passionate about empowering the marginalized among us? Vickery Trading Company is a start-up non-profit social business operating a children's clothing line that renews hope for refugee women in Dallas. Excellent and relevant communication is key to our success. We are looking for a creative communicator and enthusiastic learner to help us build and inform our audience.

Reporting to the President, the Communication Intern will have responsibility for Vickery Trading Company's (VTC) digital marketing and email communication. They will maintain a thorough knowledge of industry trends as well as donor and consumer practices. Using this knowledge, they will be a critical part of creating a brand that invites positive donor and consumer response.

### **Responsibilities**

- Develop and manage marketing calendar
- Develop and manage creative and engaging communication campaigns, emails and other necessary communication
- Create and distribute monthly donor e-newsletter
- Communicate VTC mission and preserve brand identity in all campaigns
- Coordinate visual media necessary for communication campaigns
- Maintain tracking report of communications activity
- Uphold branding standards of VTC
- Perform other necessary administrative duties

### **Qualifications**

- Creative and forward-thinking
- Interest in fashion and firm grasp of current culture
- Strong verbal and written communication skills, maintaining professionalism that relates well with donors, community contacts and consumers; must provide writing samples
- Detail-oriented and ability to edit own work
- Proficiency in Microsoft Office applications
- Ability to learn online communication platforms quickly
- Marketing/Communications experience a plus
- Proactive problem-solving ability
- Self-motivated, good organizational skills, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Vickery Trading Company and the women we serve

Start Date: 1 Position open until filled, Sep 4 – Dec 7, 2018 commitment

Hours: 10 hours/week; minimum 2 days per week; all hours in office

Compensation: This is an unpaid/Volunteer internship, but happy to provide a reference for experience

To Apply: Please send cover letter and resume to [info@vickerytrading.org](mailto:info@vickerytrading.org)