

Vickery Trading Company

Job Description: Social Entrepreneur Intern

Vickery Trading Company is a non-profit social business operating a children's clothing line that renews hope for refugee women in Dallas. VTC empowers women through job training, personal development, cultural assimilation and fair wage income. Streamlined operations are key to our success. We are looking for an energetic go-getter who wants to learn what it's like to start and run a social business.

Reporting to the President, the Social Entrepreneur Intern will assist in the day-to-day operations at Vickery Trading Company. They will assist the President are met and proactively identify and pursue process improvements for the organization.

Responsibilities

- Participate in strategic planning meetings for all major areas of organization
- Assist in donor development activities and relationship cultivation
- Engage with customers, donors and potential Associates in a professional manner
- Process and track financial activity
- Communicate with external sources such as media and website inquiries
- Develop and maintain a (CRM) Contact Relationship Management System
- Develop relationships and build trust in order to maintain open communication with all major areas of organization
- Perform other necessary administrative duties

Qualifications

- Organized
- Honest
- Strong verbal and written communication skills, maintaining professionalism that relates well with donors, community contacts and consumers
- Quick Learner
- Flexible
- Proficiency in Microsoft Office applications
- Proactive problem prevention and issue resolution ability
- Self-motivated, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Reliable transportation for company errands, mileage reimbursable
- Enthusiasm for the mission of Vickery Trading Company and the women we serve

Start Date: 2 Positions 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 professional reference for experience

To Apply: Please send cover letter and resume to info@vickerytrading.org