



Working Wardrobes Job Description

Retail/Social Enterprise Business Intern

About Working Wardrobes: Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We are a non-profit organization providing workforce readiness, job training and professional wardrobe services in an environment of dignity and respect. At Working Wardrobes, we do everything in our power to help men, women, young adults and veterans overcome difficult challenges, so they can achieve the dignity of work.

Retail/Social Enterprise Business Internship

The Retail/Social Enterprise Business Intern will work directly with the Retail Team to provide assistance with research, data analytics of sales and customer information along with helping to research and compile future growth initiatives and strategies for our social enterprise business. You will be a part of a growing retail business that is positioning itself to be a leader in the landscape of thrift and consignment shops.

Sample Responsibilities:

- Assist with research on new point of sale and digital loyalty programs
- Review social enterprise data analytics including profit, loss, average daily ticket, and top selling merchandise
- Analyze the competitive landscape of thrift and consignment stores
- Research new business approaches including online subscriptions, online resale, brick and mortar expansion
- Research and compile future growth initiatives and strategies
- Participate in meetings and strategy sessions on ways to enhance merchandising and leverage new channels of marketing & social media to reach new clientele while building brand awareness

Desired Qualifications:

- Proficient in Office, Powerpoint, Excel, Google Docs, DropBox and some experience with Point-of-sale software
- Strong interest and some experience in research and data analytics
- Strong written and verbal communication skills
- Creative problem solver and out-of-the box strategic thinker
- Detail-oriented and organized
- Customer service driven individual
- Interest in running reports and doing trend analysis
- This role is intended for college and graduate students majoring in Retail Management, Merchandising, Business Administration or Nonprofit Administration, Market Research, Sales or other related fields.

Benefits:

- Full access to workforce readiness training and one-on-one job coaching through the Career Success Institute
- A professional business suit through our Wardrobe Center
- Opportunity to apply academic skills and knowledge in a workplace environment

- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
- Hands-on experience in research, merchandising, social enterprise operations and brand building.

Additional Information:

- 10-15 hrs./week
- Non-Paid. Academic Credit Internship
- Hybrid virtual and in-person opportunity while following recommended safety & health guidelines.
- *Safety Requirements:* Fully vaccinated individuals are not required to wear a mask but may still choose to do so. Unvaccinated individuals are required to wear a mask while indoors at any of our locations.

Application Submission Requirements:

- Resume & Cover Letter
- Writing sample. Preferably with research and data analysis

The cover letter is an opportunity for students to describe career and academic goals, to elaborate upon personal and academic accomplishments, and to identify what type of internship experience they are seeking. Writing sample may include a research paper excerpt, article, assignment related to your field of study.

Submit Applications to Bianca Herrera, Volunteer & Intern Manager via email at biancah@workingwardrobes.org