DRESS FOR SUCCESS AUSTIN
INTERNSHIP OPPORTUNITIES

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.

Dress for Success Austin is always seeking bright, dynamic, motivated interns to join our growing team of community helpers and local do-gooders.

Interning with Dress for Success Austin gives students an opportunity to network with contacts from over 100+ different nonprofit and government organizations in the Austin area. Through project management, event planning, client relations, data analysis and much more, our interns gain the opportunity to familiarize themselves with the ins-and-outs of the nonprofit world.

Summer internships will take place June 4 – August 13.
Fall internships will take place September 2 – December 19.
Spring internships will take place January 6 – May 18.

All internship opportunities are unpaid. Credit is not required but we can provide documentation if needed.
FASHION MERCHANDISING INTERN

Reporting directly to our Inventory Manager, the Fashion Merchandising Intern will be responsible for keeping our organization’s inventory organized and stocked, as well as sorting donations and training volunteers on sorting processes.

Responsibilities:
• Manage influx of donations and sort, purge, merchandize, and organize inventory at the Dress for Success Austin boutique
• Train volunteers on inventory management
• Manage community groups with volunteer tasks
• Create more efficient ways of managing inventory
• Update documents relating to inventory management including inventory lists and instructions for purging days
• Notify staff when inventory is needed

Basic Requirements:
• Must be a current student seeking an undergraduate or graduate degree
• Ability to work a minimum of 12 hours per week on site
• Advanced knowledge of Microsoft Outlook as well as strong working knowledge of Microsoft Office Applications
• Reliable transportation and a valid driver’s license

Preferred Qualifications:
• Detailed planning, time management and organizational skills
• Knowledge of appropriate attire for interviews and employment
• Knowledge and interest in fashion labels and consignment/thrift store merchandise
• Positive, proactive and ability to exercise great judgment and common sense
• Ability to work in a rapidly changing environment
• Creative problem-solver
• Previous work experience in nonprofits a plus
CLIENT SERVICES INTERN

Reporting directly to the Front Office Manager, the Client Services Intern will assist with client education, daily client intake, and management. They will also assist with client data and data analysis.

Responsibilities:
- Provide front office continuity for clients
- Greet clients and assist them with paperwork
- Pair clients with a volunteer image consultant or volunteer career center advocate
- Educate clients about additional Dress for Success Austin programs and services
- Answer phones and field public inquiries
- Build relationships with referral agencies and communicate our policies and procedures to caseworkers
- Conduct follow-up calls to clients and determine if/what additional services are needed
- Assist with client data analysis

Basic Requirements:
- Must be a current student seeking an undergraduate or graduate degree
- Ability to work a minimum of 12 hours per week on site
- Advanced knowledge of Microsoft Outlook as well as strong working knowledge of Microsoft Office Applications
- Reliable transportation and a valid driver’s license

Preferred Qualifications:
- Detailed planning, time management and organizational skills
- Positive, proactive and ability to exercise great judgment and common sense
- Sensitivity to diverse client backgrounds
- Resourceful, as well as the ability to locate various resources for clients
- Ability to work in a rapidly changing environment
- Creative problem-solver
- Previous work experience in nonprofits a plus
SOCIAL MEDIA INTERN

Reporting directly to the Volunteer Coordinator, the Social Media Intern will assist with general content creation for all official Dress for Success Austin social media accounts.

Responsibilities:
- Create unique + engaging social media content
- Work with the supervisor to implement long-term + short-term media campaigns
- Monitor analytics from running social posts to identify viable ideas
- Create and design shareable content for upcoming events
- Find new, scalable ways to grow social media following and increase engagement
- Attend occasional community events to represent Dress for Success Austin

Basic Requirements:
- Must be a current student seeking an undergraduate or graduate degree
- Ability to work a minimum of 12 hours per week on site
- Advanced knowledge of Microsoft Outlook as well as strong working knowledge of Microsoft Office Applications
- Reliable transportation and a valid driver’s license

Preferred Qualifications:
- Strong knowledge of Adobe Creative Suite Applications including but not limited to Photoshop, Illustrator, InDesign, Premiere Pro
- Photography experience required
- Passion for social media and branded content creation
- Graphic design experience a plus
- Experience creating ads through VideoShop, Facebook, Instagram etc.
- Positive, proactive and able to always exercise great judgment and common sense
ASSISTANT VOLUNTEER COORDINATOR

Reporting to the Volunteer Coordinator, the Volunteer Coordinator Assistant will assist in daily volunteer management and operations.

Responsibilities:
- Oversee Dress for Success Austin’s volunteer database
- Input new volunteers into database with detailed accuracy
- Keep calendar of volunteer events and schedules up to date
- Maintain volunteer files and facilitate data transfer
- Prepare files and presentations for volunteer orientations
- Provide support to Volunteer Coordinator
- Assist in creating and updating volunteer policies

Basic Requirements:
- Must be a current student seeking an undergraduate or graduate degree
- Ability to work a minimum of 12 hours per week on site
- Advanced knowledge of Microsoft Outlook as well as strong working knowledge of Microsoft Office Applications
- Reliable transportation and a valid driver’s license

Preferred Qualifications:
- Strong organizational and project management skills
- Ability to collaborate and work independently if need be
- Meet deadlines
- Perform multiples tasks effectively
- Schedule and input data accurately, strong attention to detail necessary
CAREER CENTER INTERN

Reporting to the Director of Programs, the Career Center intern will manage the resources in the career center, train volunteers on all resources available, and follow-up with clients regarding additional program offerings.

Responsibilities:
• Support the Job Searching Program Coordinator to organize and facilitate the program prior to, during and after each session and throughout the cohort of classes
• Assist with preparation of each class session including arranging the room for the most conducive learning environment
• As needed, communicate with various entities in the community to assist with arranging speakers, mentors, supplies, and educational materials as needed
• As the close of each cohort of classes, assist with writing and analyzing reports
• Train volunteers on career center duties
• Serve as backup career center consultant in lieu of absent volunteers or along with present volunteers
• After each class session, input demographic into a database
• Keep track of each client’s file to ensure all required data is complete and accurate

Basic Requirements:
• Must be a current student seeking an undergraduate or graduate degree
• Ability to work a minimum of 12 hours per week
• Advanced knowledge of Microsoft Outlook as well as strong working knowledge of Microsoft Office Applications
• Reliable transportation and a valid driver’s license

Preferred Qualifications:
• Detailed planning, time management and organizational skills
• Positive, proactive and ability to exercise great judgment and common sense
• Proficient in G Suite
• Sensitivity to diverse client backgrounds
• Research skills
• Ability to locate resources and reliable contacts via internet and phone
• Ability to work in a rapidly changing environment
• Creative problem-solver
• Previous work experience in nonprofits a plus
GRAPHIC DESIGN INTERN

Reporting directly to the Community Outreach Coordinator, the Graphic Design Intern will assist with general content creation for all official Dress for Success Austin marketing outlets.

Responsibilities:
- Create unique + engaging content for social media platforms
- Work with the Community Outreach Coordinator to create branded marketing collateral including but not limited to brochures, flyers, digital marketing collateral, press kits, newsletter graphics, e-mail blasts etc.
- Create and design shareable content for third party events, volunteer gatherings and other community happenings
- Have the option to work remotely or from office to complete projects

Basic Requirements:
- Must be a current sophomore, junior or senior seeking undergraduate degree or student seeking graduate degree
- Ability to work a minimum of 12 hours per week, from office or remotely
- Advanced knowledge of Adobe Creative Suite as well as strong working knowledge of Microsoft Office Applications
- Previous graphic design experience required
- Reliable transportation and a valid driver’s license

Preferred Qualifications:
- Strong knowledge of Adobe Creative Suite Applications including but not limited to Photoshop, Illustrator, InDesign, Premiere Pro
- Photography experience a plus
- Passion for social media and branded content creation
- Experience creating marketing collateral through VideoShop, Facebook, Instagram etc.
- Positive, proactive and able to always exercise great judgment and common sense