

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Online and Wholesale Internship Global Exchange

Do you want to break into the world of socially conscious business? Be a part of a small, close-knit, collaborative team and gain hands-on Fair Trade business experience?

We're seeking individuals to help support the Online and Wholesale Divisions in Portland, Oregon who:

- Have an interest in fair trade and gaining experience in e-commerce.
- Believe in the importance of marketing socially conscious, environmentally sustainable products.
- Enjoy working in a retail environment (or has an interest in doing so).
- If you are a hardworking, dedicated and dependable person, we invite you to apply for this great internship opportunity.

The intern will provide assistance in 3 main areas of the online store: Operations, Marketing and Product Buying.

The Online Store Intern will:

- Assist the Director with marketing, media relations and blog outreach projects.
- Help with Customer Service and outreach
- Work on eBay/World of Good website
- Work with online store staff to develop and execute Fundraising Program & Marketing Plan
- Help Buyer to upload recent direct buy products to website
- Edit content of the website
- Help strengthen Recycled Packaging Program
- Possibility for special projects as identified by the intern and the online store team

Skills: Proficient in Microsoft Word and email, Knowledge of Quickbooks and Photoshop a plus, able to work with limited supervision, strong organization skills. Willingness to talk with people on the phone.

This internship opportunity is available year round, with a minimum of 20 hrs per week in the office. It is available for course credit.

Global Exchange is a non-profit internationally recognized human rights organization dedicated to promoting social, economic and environmental justice around the world. Global Exchange operates several Fair Trade retail stores, including an Online Store, and a wholesale operation. Other Global Exchange programs include a Reality Tours travel program to both U.S. and international destinations; a Public Education program producing events such as the Green Festival, and campaigns designed to influence US policy around issues such as trade policy and immigration, child labor, democracy, peace, freedom from oil and the new local green economy. For more information on Global Exchange visit www.globalexchange.org.