



# WARDROBE FOR OPPORTUNITY FIND A JOB. KEEP A JOB. BUILD A CAREER.

## E-Commerce Coordinator Paid Internship

### About Wardrobe for Opportunity

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Since 1995, Wardrobe for Opportunity (WFO) has worked in partnership with the community to assist low-income individuals to “Find a Job, Keep a Job and Build a Career.” Always looking to the goal of providing critical services that bridge the gap, WFO equips low-income jobseekers with the tools they need to secure employment, and empowers the working poor with the skills they need to advance in the workplace. In partnership with hundreds of community agencies and volunteers from across the Bay Area, WFO has helped nearly 20,000 clients to achieve economic well-being and success for themselves, their families and their communities.

Our office is small, fast-paced and high energy—making a great impact in the community. We have a vibrant office where many activities can happen at once. We highly value our interactions with volunteers, clients, non-profit agencies, donors and each other. We are located in downtown Oakland (near 12th Street BART) and in Concord. For more information, please visit [www.wardrobe.org](http://www.wardrobe.org).

### Role

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WFO owns IHEARTWFO ([www.iheartwfo.com](http://www.iheartwfo.com)) e-retail site that offer fabulous pre-loved goods. WFO is looking to pilot a new internship for this e-retail site. This internship offers the opportunity to learn about non-profit outreach and e-retail while serving the community. WFO is looking for a special individual that can help next its e-retail to the next level. The internship will be paid hourly and earn percentage of net sales on website. The position has the following responsibilities:

#### E-Retail:

- Photographing merchandise, uploading images, editing photos, and creating products
- Product selection, Mannequin styling, and fashion photography photo editing
- Style writing and product categorization

#### Marketing:

- Research best practices for e-retail site
- Develop a guide for driving website traffic or clicks on website

#### Shipment Fulfillment/ Packaging:

- Research best packaging methods and practices
- Lead shipping fulfillment process and develop a customer retention plan

### Desired Qualifications

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- This position is deal for a graduating student or someone with at least 6 months experience with e-commerce and retail site
- Ability to lift 10 lbs
- Excellent written and verbal communication skills with keen organization

- Strong cross-cultural communication skills and a comfort working with individuals from a wide range of backgrounds.

### **Compensation and Benefits**

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- The Internship compensation is based on experience and number of hours committed to project each month
- This position will earn percentage of net monthly sales
- This position does not receive paid time off for holidays, sick time or vacation
- Since this position is internship, the position will be paid semi monthly

### **To Apply**

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Submit your resume and a thoughtful, customized cover letter to Wardrobe for Opportunity via e-mail to [mcharlton@wardrobe.org](mailto:mcharlton@wardrobe.org). In the subject heading, please indicate the position you are applying for.

Please do not call to follow-up – we will carefully review all complete applications (those that include their resume and a thoughtful, customized cover letter). If you are a fit, we will be in touch to schedule a phone screen. All final candidates will be invited for an in-person interview with the Executive Director and the opportunity to meet the entire WFO team.