



# INTERNSHIPS AT DWC

The mission of the Downtown Women's Center is to provide permanent supportive housing and a safe and healthy community, fostering dignity, self respect and personal stability and to advocate ending homelessness for women. Founded in 1978, the Downtown Women's Center (DWC) was the first local nonprofit organization to exclusively serve mentally ill and elderly homeless women on Los Angeles' Skid Row. DWC is committed to providing each woman with the support necessary to achieve self-sufficiency. More at [www.DWCweb.org](http://www.DWCweb.org)

## SOCIAL ENTERPRISE INTERN

To assist with the social enterprise, *MADE* by DWC - café and gift boutique, of a nonprofit organization, the Downtown Women's Center. The intern will work in the Workforce Development department, and assist in different aspects of the social enterprise. This opportunity is ideal for students interested marketing, visual merchandising, retail and café management, and program development.

### JOB DUTIES

- Assist with implementation of marketing plan and systems for store
- Assist in managing volunteers and participants working in store
- Assist with online marketing and promotions
- Assist with creation of products for store
- Conduct research on gift trends
- Support store and café merchandising and visual display
- Help with product packaging and inventory management
- Conduct research and develop recommendations for internship program
- Assist with creation of program and promotional materials such as flyers, invitations, specialized materials
- All other duties as assigned

### SPECIAL SKILLS/QUALIFICATIONS

- Possess excellent oral and written communication skills
- Innovative and creative thinking
- Retail and café experience preferred
- Be able to lead and inspire volunteers and participants working in the store
- Be detail-oriented and highly organized
- Be proficient in Excel, Powerpoint, and Internet research

## APPLICATION INSTRUCTIONS

**CONTACT:** Email cover letter and resume to Allison Bamberg, Volunteer Department Associate, [Volunteer@DWCweb.org](mailto:Volunteer@DWCweb.org).

**SKILLS/QUALIFICATIONS:** *Ideal candidates for all internships will demonstrate the following*

- Have a professional attitude and friendly, positive approach
- Be a problem-solver and self-starter who enjoys working in a team-oriented environment
- Understand the Center's unique approach to service provision and committed to working towards an end to homelessness

**TIME COMMITMENT:** 15-20 hours/week for 15 weeks (options for longer internships are also available)

**COMPENSATION:** Internships are unpaid. Academic credit is possible depending on requirements.