

**Dress for Success, New Orleans**  
**Summer 2022**

Our purpose is to offer long-lasting solutions that enable women to break the cycle of poverty. Dress for Success is part of a global movement for change, empowering women to obtain safer and better futures. We provide each client with professional attire to secure employment, but we are about much more than simply a new outfit. Besides physically equipping the client with apparel and accessories, our programs furnish her with a confidence that she carries forever and the knowledge that she can actively define her life, the direction she takes, and what success means to her.

**Scholar Internship Responsibilities and Tasks:**

- Personal shopper providing assistance to clients during interview and employment suitings, aiding them in selecting interview or work appropriate attire, creating a welcoming environment for clients, while engaging in meaningful conversation to build their self-esteem and further prepare them for their interview or employment.
- Assistant to directors helping with clerical tasks such as data entry of clients, donors and volunteers, formatting data for importation into eTapestry CRM, MailChimp mass emailings, social media management and assistance with special event coordination of Inventory Reduction Sale.
- Clothing sorter assisting in sorting received clothing donations for use in boutique, for inventory reduction sale, or if deemed inappropriate for our uses, to be distributed to other referral partner agencies.
- Assist with creating content for social media and website/email campaigns- using Instagram, Mailchimp, Buffer, and Facebook ads.
- Facilitating and assisting with planning small fundraising and third-party events.
- Community outreach to partner with referral agencies on existing programming.
- Boutique and inventory maintenance.

**Desired Attributes and Skills:**

- Creativity, energy, and enthusiasm
- Exceptional interpersonal skills
- Excellent organization and communication skills--must be able to help organize others
- Interest and experience in fashion and styling
- Professionalism and reliability
- Initiative and adaptability as this position will inevitably evolve