



Company Overview

Northside Center's Shahara's Kids' Closet is a clothing bank for low-income children ages 0-5. Currently housed at our Fort Greene Head Start facility in Brooklyn, Shahara's Kids' Closet aims to provide diapers, clothing, and other basic necessities for Northside Center's children and families based on need. New clothing builds confidence in children and can be a powerful incentive for parents to keep coming to classes and programs, and it is our goal to build up an inventory of new clothes & streamline distribution to assist all of Northside families in need.

Responsibilities

The Business Operations Intern role focuses on running the day-to-day operations of the clothing bank. Your overall responsibility includes:

- Managing the overall work plan and business plan for organizing in-bound clothing neatly on shelves
- Managing out-bound distribution of clothing and other materials to low-income families by collaborating with social workers and responding to requests/referrals submitted electronically, or assisting staff who come to 'shop' at the closet
- Involve and coordinate Northside youth volunteers—plan, organize, lead, assign, and evaluate the work of volunteers
- Execute & improve policies, procedures, forms and reporting
- Build key strategic partnerships to gain in-kind merchandise donations and monetary support, fundraising to cover the cost or operating the closet, and cultivating new vendor relationships and partnerships to increase Northside's inventory with targeted baby/toddler sized items
- Develop, design, and implement program marketing and promotion
- Create marketing assets and manage social media accounts
- Develop effective relationships with diverse base of Northside clients, staff, volunteers, and supporters
- Create and execute Shahara's Kids' Closet events & other duties as assigned
- Maintain confidentiality and professionalism
- Some local travel required (<50%)

Experience & Qualifications

- Excellent time management, organizational, and inter-personal skills
- Good verbal and written communication skills
- Demonstrated success at developing and implementing projects, activities and tasks with clear goals and objectives
- Demonstrated success at working collaboratively and independently as needed
- Basic computer skills, excel & proficiency with social media platforms & photography

Compensation

\$15/hr, 8-week internship program, flexible hours

How to Apply

If you are a proactive and resourceful team player with a passion for social service...

- E-mail cover letter & resume
 - to: gcheung@northsidecenter.org & cc: shaharaskidscloset@northsidecenter.org
- Applications will be accepted until the position is filled

Northside Center for Child Development is an equal opportunity / affirmative action employer.

