



## **Merchandising Intern**

Bitch Media's Merchandising Intern will assist with merchandise marketing, sales, and fulfillment, in addition to helping with general development and outreach tasks. This is the perfect internship for someone who is interested in marketing and sales, running an online store, and working in a busy and friendly feminist environment.

### **Responsibilities include:**

- Assist in planning for and executing merchandise sales and promotions
- Oversee weekly merchandise fulfillment and coordinate merchandise volunteers
- Assist with customer service via phone and email
- Assist with procuring raffle prizes for sales campaigns
- Participate in discussions about new Bitch products and product presentation
- Maintain the merchandise display in Bitch Media's office
- Staff table for external events as Bitch Media representative
- Assist with other development and outreach tasks as needed

### **Required Skills:**

- Detail-oriented
- Creative problem solving
- Exceptional customer service skills
- Ability to independently manage projects

### **Preferred Skills:**

- Photography skills
- Pretty handwriting!
- Experience with Google Analytics and Google Adwords (or a strong desire to learn!)

This internship is unpaid. Students are encouraged to work toward class credit allowed by school.

The Merchandising Intern will spend 10-15 hours a week at Bitch Media for a minimum of three months, with preference given to applicants who can intern for six months. Must be present on Tuesdays at 10am to participate in our weekly staff meetings.

To apply, send a resume and cover letter to [ashley@b-word.org](mailto:ashley@b-word.org) by November 12<sup>th</sup>, 2013. The position begins immediately.