



# LITTLE ESSENTIALS

## Internship Program

Little Essentials offers at-risk families living in poverty urgently needed children's supplies and parenting education to promote the health, well-being, and safety of their children under five years of age.

### Introduction

The Little Essentials' Internship Program offers internship opportunities to eligible students both during the school year and over the summer. The purpose of the program is to provide motivated students with exposure to all aspects of operating and growing a non-profit organization. Eligible students will learn valuable, real-world skills while earning course or community service credit (where applicable) and references - all while helping NYC children in need!

### Time Commitment

The internship program requires in-person (part or full time) attendance in our warehouse located in the Brooklyn Navy Yard. Students are required to make a regular commitment to an agreed-upon work schedule.

### Compensation

This is an unpaid internship for school credit. We will need confirmation of the candidate's enrollment.

### Intern Responsibilities

Qualified interns will be invited to participate in all aspects of our operation from sorting and preparing donated items for delivery to helping with data and research. Specifically, eligible interns will gain experience in the following areas:

- **Inventory Management and Distribution**
  - Sort and inventory donated children's clothing and other supplies
  - Fulfill Partner orders; prepare donated items for distribution
  - Maintain recalls list; assess inventory for recall status on a regular basis



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- Contact partner organizations for order pick-ups and deliveries
- Issue guest passes for entry into the Brooklyn Navy Yard
- Manage donation drop off inquiries
- General warehouse organization
- **Marketing and Events**
  - Assist with social media content/ design/ posting / strategy
  - Contribute fundraising ideas best suited for social channels
  - Assist in the creation of promotional/ educational materials for warehouse use
  - Assist in planning and organizing events
- **Statistics and Analysis**
  - Assist with data entry of statistics related to incoming and outgoing orders
  - Assist in data collection and surveys for partners and volunteers
  - Conduct detailed analysis of available data and metrics
  - Support the creation of data for our annual report
- **Program Management**
  - Assist in volunteer tasks and management
  - Assist in preparing and recruiting for educational workshops
  - Assist in coordinating workshop materials
- **Foundation Research and Development**
  - Conduct foundation research
  - Assist with data needed for grant applications

### Qualifications

- Have a passion for social justice
- Be 18 years of age
- Be available to work in-person at least 2-4 days per week.
- All staff, volunteers and interns are required to wear a mask onsite.
- Experience with Google Suite (docs, sheets, calendar)
- Excellent interpersonal communication skills
- Detail oriented, with good organization skills
- Self-starter; able to work autonomously
- Able to lift at least 20 lbs. with assistance from the LE staff



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### Application Procedure

All Students interested in pursuing an internship with Little Essentials should submit a resume and any supporting materials to Chloe Muller, Director of Finance and Operations at [chloe@littlessentials.org](mailto:chloe@littlessentials.org).

All applications will be considered. If a student application meets our criteria, a member of the LE staff will contact the applicant directly to schedule an interview. If the applicant is selected for the LE Internship program, service will begin on a mutually agreed-upon date.

Please note that all interns will be required to sign a Release and Waiver form upon commencing work with Little Essentials.