

Reconsidered Goods

Operations and Administration Internship

POSITION DESCRIPTION

Reconsidered Goods is a nonprofit creative reuse center that promotes environmental awareness, community engagement, and creative expression through reuse, education, and the arts.

The Operations and Administration Internship at Reconsidered Goods provides participants with the unique hands-on opportunity to experience the operations of a non-profit creative reuse center. Through a combination of various learning experiences, projects, and collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all while preparing to become future leaders in the arts and nonprofit field. Reconsidered Goods internships are unpaid. Interns are eligible for university credit, which must be identified and arranged by the intern and their university advisor.

QUALIFICATIONS

Operations and Administration Interns must:

- Be an undergraduate or graduate student
- Have experience and interest working in a retail environment
- Have experience and interest in the arts and environmental sustainability
- Possess strong organizational skills and the ability to prioritize and manage projects
- Comfortable working independently as well as in a team environment on a variety of projects
- 10-20 hours a week
- Available for Spring, Fall, and Summer

SPECIFIC DUTIES AND RESPONSIBILITIES

Reconsidered Goods Operations and Administrative Interns will directly assist with the planning, promotion, and/or facilitation of the following:

- Reuse Center Store merchandising, sales analysis, and inventory processing
- Non-profit Management including finance, fundraising, and marketing
- Content development for information, promotion, and publication

HOW TO APPLY

Interested applicants can submit the following by email to Catena Bergevin, Executive Director at catena@reconsideredgoods.org No phone calls please

- A one-page cover letter including coursework, experience, or special interests related to the Education Internship position
- A current resume or CV