



The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.

Dress for Success Austin is seeking bright, dynamic, motivated interns to join our growing team of community helpers and local do-gooders.

Interning with Dress for Success Austin gives students an opportunity to network with contacts from over 100+ different nonprofit and government organizations in the Austin area. Through project management, event planning, client relations, data analysis and much more, our interns gain the opportunity to familiarize themselves with the ins-and-outs of the nonprofit world.

All internship opportunities are unpaid. Credit is not required but we can provide documentation if needed.

Merchandising and Inventory Management Intern

Reporting directly to our Inventory Manager, the Merchandising and Inventory Management Intern will be responsible for keeping our organization's inventory organized and stocked, as well as sorting donations and training volunteers on sorting processes.

Preferred qualifications: knowledge and interest in fashion, organized, self-starter

Client Programs Assistant Intern

Reporting to the Director of Programs, the Client Programs Intern will assist with the management of all pre- and post- employment programs that Dress for Success Austin offers, to clients.

Preferred qualifications: understanding of database management, organized, project management experience, and strategic thinker

Client Services Intern

Reporting directly to the Client Services Manager, the Client Services Intern will assist with client education, daily client intake, and management. They will also assist with client data and data analysis.

Preferred qualifications: great listening and communication skills, sensitivity to diverse client backgrounds, technologically savvy, and customer service experience.

Career Center Intern

Reporting to the Director of Programs, the Career Center intern will manage the resources in the career center, train volunteers on all resources available, and follow-up with clients regarding additional program offerings.

Preferred qualifications: detail-oriented, sensitivity to diverse client backgrounds, research skills, proficient in G Suite, and creative problem solver.

Social Media Intern

Reporting directly to the Marketing and PR Manager, the Social Media Intern will assist with general content creation for all official Dress for Success Austin social media accounts.

Preferred Qualifications: Strong knowledge of social media applications including but not limited to Instagram and Facebook, passion for social media and branded content creation, and excellent writing skills.

Graphic Design Intern

Reporting directly to the Marketing and PR Manager, the Graphic Design Intern will assist with creating collateral, materials for community outreach, and events in line with Dress for Success Worldwide and Dress for Success Austin branding guidelines.

Preferred Qualifications: Strong knowledge and experience with Adobe Creative Suite Applications and Canva

Basic Requirements for all internships listed above:

- Must be a current student seeking an undergraduate or graduate degree
- Ability to work a minimum of 9 hours per week
- Advanced knowledge of Microsoft Outlook and G Suite
- Reliable transportation and a valid driver's license

Preferred Qualifications for all internships listed above:

- Detailed planning, time management and organizational skills
- Positive, proactive and ability to exercise great judgment and common sense
- Ability to work in a rapidly changing environment
- Creative problem-solver
- Previous work experience in nonprofits a plus

To apply, send a resume and cover letter to Mia Johns, mia@dressforsuccessaustin.org