

STITCHES & SUCH

MONOGRAMMING & GIFTS

1917 Dutton Dr. Ste. 201
San Marcos, TX 78666
512-805-8547

Stitches & Such is a monogram and gift shop located in San Marcos, TX. We personalize and provide a selection of gifts for any occasion. As a local shop, Stitches & Such works closely with several sororities and fraternities on the Texas State campus by providing a variety of Greek gifts and clothing.

Job Description:

The selected intern will manage the website and online store. This includes, but is not limited to, adding and removing product, updating information (sales, events, etc), and analyzing site activity/sales. Intern will also manage the email marketing department. He/she will be responsible for designing emails, taking pictures (camera provided), adding addresses to email list, and sending emails. We wish for the intern to target both current customers as well as potential customers. Intern will assist with both local advertising and web advertising. Intern will be responsible for updates, adding pictures, and responding to customers on our Facebook page. Facebook currently serves as one of our highest advertising areas and has been a great asset to our business. Additional work may include, but not be limited to, designing advertising fliers for Greek groups at Texas State, sending out fliers through email, posting advertisements to Facebook, and setting up appointments to meet with the Greek groups to promote our business.

Over the next 6-9 months, Stitches & Such will be experimenting with a new website marketing company in efforts to take our business state-wide, and eventually nation-wide. Intern will be expected to communicate and work with our management, as well as the advertising company, to find the best advertisement for Stitches & Such.

Responsibilities:

Some *additional* responsibilities may include, but are not limited to, assisting with events, responding to emails, answering the phone, attending meetings with management to discuss current business status and future plans (including advertising, expansion, inventory).

Stitches & Such is looking for someone who is friendly, creative, hard working, determined, organized, and pursuing a degree in either marketing, advertising, or business management.

If you are interested in an internship at Stitches & Such, please email your resume, cover letter, and available work hours to stitchesandsuch@centurytel.net. Thank you.

Pam Daltry
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