



Production Internship, Fall 2021

Handmade by Friendship Bridge

Position Summary: The Handmade by Friendship Bridge Production Internship will work closely with the Handmade by Friendship Bridge team in Guatemala and the United States in the production efforts to develop the new wholesale online store and the inventory system to register new products that we sell through Friendship Circles, Wholesale Clients, and our online marketplace at [Handmade by Friendship Bridge](#).

Reports to: Handmade by Friendship Bridge Production Coordinator

- **Location:** Remote Opportunity and/or In-Office, located in Lakewood, Colorado
- **Time Commitment:** 20-25 Hours Per Week for at least 3 months
- **Compensation:** This is an unpaid position, however, we offer a flexible schedule with the opportunity to ensure this internship fits your educational needs to earn school credit.

Responsibilities: The Production Internship is part of the Handmade by Friendship Bridge and will be responsible for supporting in the following areas:

Product Development: Wholesale Online Store

- Remotely assist in all phases of the creation and selection of products for the wholesale online store
- Create product listings and codes for each artisan collection
- Remotely communicate and work directly with artisans collecting information about the samples presented for each collection.

Production: Inventory System

- Register new styles in inventory system
- Weekly support to consolidation of inventory files used in the US and Guatemala
- Import product photos into the system

Desired Skills and Experience

- Very good command of Spanish.
- Knowledge of fashion preferences of the North American market
- Interest in handmade products and production
- Values fit with someone who has a true passion for empowerment



- Excellent communications and copywriting skills
- Commitment to international development
- Tech-savvy individual who can learn new digital tools quickly and independently.
- Familiarity with Google Suite (Google Calendar, Docs, Sheets, Google Meet, etc.)
- Ability to work independently.
- Strong research skills; can be trusted to fact-check from reputable sources.
- Flexible to assist with unforeseen tasks.
- Ability to provide feedback with kind confidence.

Tools we use:

- Macrobase Inventory System
- Squarespace
- Shopify
- Social Media Platforms: Facebook, Instagram, Twitter, and LinkedIn

How to Apply: Please email resume and cover letter to Volunteer Coordinator at dhayes@friendshipbridge.org with the **Subject Line:** Application - Production Internship Fall 2021

Our Mission

Friendship Bridge is a nonprofit social enterprise creating opportunities that empower women in Guatemala to build a better life. We use an innovative and high-impact approach to poverty alleviation by combining the tools of microfinance, education, and preventive health services. We call this *Microcredit Plus*. As a result of participating in our programs, our clients experience a combination of increased resilience, improved empowerment, and accelerated business development.

[**www.friendshipbridge.org**](http://www.friendshipbridge.org)