



Handmade by Friendship Bridge

## eCommerce Internship, Spring 2022

### Summary

**Position Summary:** The Handmade by Friendship Bridge E-commerce Internship will work closely with the Handmade by Friendship Bridge team in Guatemala and the United States to facilitate retail and wholesale orders for the existing product line. This position will also support researching wholesale opportunities and developing sales partnerships for our online marketplace at [Handmade by Friendship Bridge](#).

**Reports to:** Handmade by Friendship Bridge Manager.

- **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 Sales Internship is part of the Handmade by Friendship Bridge team and will be responsible for supporting in the following areas:

**Wholesale:** Wholesale Relationships

- Research third-party brands for sales opportunities
- Help manage key relationships with Friendship Circles and third party wholesale accounts
- Provide follow up information to potential wholesale clients
- Support in all phases of sales activities

**Retail:** Partnerships

- Create partnership packets highlighting artisans and their products
- Maintain artisan client directory
- Research key partnerships with organizations and marketplaces that align with our mission

**Desired Skills and Experience**

- Knowledge of fashion preferences of the North American market
- Interest in selling handmade sustainable products that empower women entrepreneurs

- Values fit with someone who has a true passion for empowerment
- Excellent communications and copywriting skills
- Commitment to international development
- A 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, Tiktok
- Other Tools: Loomly, Canva, Salsa Engage, Smug Mug, and Adobe Creative Suite

**How to Apply:** Please email resume and cover letter to Handmade by Friendship Bridge at [handmade@friendshipbridge.org](mailto:handmade@friendshipbridge.org) with the **Subject Line:** Application - E-commerce Internship Spring 2022

## 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)