

IXC Local Internship Program



About IXC:

ImaniXchange (IXC) is a women empowerment program with a main objective to provide job opportunities to single, widowed, and disadvantaged women. Our hope is that through the program and training opportunities, we are helping families develop a better future and defeat poverty. IXC is *changing lives. One product at a time.*

Qualifications:

The ideal candidate must be highly organized, self-motivated, flexible and able to problem solve and multitask. This person should be able to do behind-the-scenes tasks that help run the organization effectively while seeing how those tasks benefit the big picture and growth of IXC. For events, this person should have strong interpersonal skills, flexibility in stressful situations, an outgoing personality and an ability to handle scheduling logistics and details.

Internship Details

Internships generally begin in September, January, or June and are 3-5 months in length depending on the season

Internships are unpaid and part time (20-25 hrs/wk)

College Credit is available and recommended for the internship. This is not mandatory, but if you do want college credit we suggest you begin talking to a school advisor so you can take the appropriate steps to receive academic credit when working with IXC

Responsibilities

Inventory:

(This normally happens once a month)

- Order Fulfillment: Fulfilling orders online, retail and events.
- Inventory control: Receiving shipments from Kenya. Counting products and recording to maintain accurate inventory levels
- “Warehouse” Management: Keeping product quality controlled, organized and labeled.
 - We are still a small organization so our “warehouse” is in simply a house, hopefully one day we need a “warehouse” ☺

Retail Support:

- Research potential retailers to represent IXC
 - Ex: Local boutiques, fair trade stores/boutiques around the nation, any place that you think there is a possibility, Dream Big!
- Help with organization of sample(s) to be sent to possible retailers

Media

- Posting regularly on the IXC Intern blog
- Taking pictures of events IXC is attending
- Working Directly with the Stateside Media Director

Events

- Researching and scheduling local events
- Attending events and sharing the IXC story as well as selling product to wide variety of audiences
- Managing event details and logistics
- Handling event inventory
- Documenting/recapping events
- Organizing volunteers to help work events

Annual Dinner/Auction

- Organizing the annual fundraiser dinner with Stateside Director
- Communicating and researching partners to help with auction
- Organizing volunteers for event