



Position Description: Salvage Store Intern

Supervisor:

Brianna McKinney, Program Manager

Responsibilities include:

- Organize and maintain our warehouse of salvaged and donated items
- Maintain an updated inventory of warehouse items and photograph all incoming goods
- Market inventoried items by posting photos and descriptions to social media, our salvage store website, and craigslist
- Coordinate Rebuilding Together NYC's presence at local flea markets and pop-ups
- Respond to inquiries from potential customers

Qualifications:

- Excellent organizational skills
- Strong attention to detail
- Proficiency in internet use and various social media platforms (Facebook, Instagram, Twitter)
- Strong interpersonal skills and comfortability communicating with new customers
- Web editorial and content management experience preferred
- Inventory and data tracking experience preferred

Requirements:

- Candidate must be reliable and able to work independently and meet project deadlines
- Ability to travel between the warehouse and office locations in Red Hook, Brooklyn
- Willingness to travel to deconstruction project sites in Staten Island once a month
- Commitment to Rebuilding Together NYC's mission of preserving affordable housing and creating safe and healthy homes for low-income New Yorkers

Time Commitment:

8-20 hours per week

This is an unpaid internship.

To apply, please submit a resume and brief cover letter to jobs@rebuildingtogethernyc.org with the subject line "Salvage Store Internship."

For more information about this opportunity:

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