



**Internship Title:** Retail Management Intern (unpaid)

**Department:** ReStore

**Training and Resources:** Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of the Habitat ReStore. They will then be shown how ReStore's pricing policies work, and they will be familiarized with our operating budget. The ideal candidate should have a background in retail whether it is work experience or classroom education they are looking to translate into real world experience.

**Benefits:** The intern will learn about Habitat for Humanity's mission of building simple, decent, affordable housing. They will: a) learn the ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on retail experience, and d) learn how to manage volunteers and how to maintain a project or event budget.

**Position Requirements:** Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) have good customer service skills, d) commit to at least 12 hours on site each week, e) be able to work Saturdays and have reliable transportation, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, h) be able to lift 50 pounds, climb stairs, and stand for the majority of the day, and i) have basic computer skills (Microsoft Word, Excel, Outlook).

**Job Description:** The Retail Management Intern is a part-time internship position that involves providing outstanding customer services, generating sales, merchandising, and protecting ReStore's assets. More specifically, the intern will be providing customer service, helping price merchandise, assisting with volunteer management, answer phone calls, and providing donation receipts.

**To apply or for more information:** Please contact Karly Grilloit, the Volunteer Coordinator, at [volunteer@habitatnwhc.org](mailto:volunteer@habitatnwhc.org) or call the office at 281-820-2307 ex. 307.

**Deadline:** open

*Habitat for Humanity Northwest Harris County is a nonprofit, ecumenical Christian organization. Our mission is founded on the conviction that every family should have the opportunity to own a basic, decent home in which to live in dignity and safety. We partner with the community and families to create affordable housing and help develop responsible homeowners and successful neighborhoods.*