



AKOLA

Fall 2019 Internship Job Description

Title: Sales and Merchandising Intern

Classification: Internship

Compensation: Course Credit

Reporting to: Sales and Merchandising Director

Job Summary: *Akola seeks an exceptionally motivated and highly organized candidate to provide critical support to the Sales team. The Sales Intern reports directly to Akola's Sales & Merchandising Director and works closely across all departments on a wide range of operations including sales reporting, trunk shows, copywriting, and marketing metrics. The ideal candidate works well in a fast-paced environment for timely and effective completion of responsibilities to support the Akola team.*

Essential Functions

- Support Akola's sales team by assisting in pulling sales reports and tracking marketing metrics
- Assist with product set up, inventory management, and merchandising on the website
- Assist in product photography execution and photoshopping needs
- Work to generate website traffic and sales
- Monitor key performance indicators and generate reports for the Marketing and Sales team
- Assist in maintaining social media and e-commerce website to contain the most up-to-date information reflecting promotions and special events
- Assist with seasonal marketing campaigns if applicable

Qualifications Include, *but are not limited to:*

- The ideal candidate will thrive in a startup company culture, be a self-starter and balance highly detailed projects with creative thinking
- Must be currently pursuing a 4-year bachelor's degree in Marketing, Communications, Graphic Design, or a similar field (Junior or Senior level standing - located in Dallas metro area)
- Excellent communications skills, both written and oral
- Excellent team player mentality as well as willing to be flexible and adaptable to whatever the situation at hand may be.
- Demonstrated drive to solve problems in a matrixed team
- E-Commerce and website administration experience (*preferred*)
- Must have sales and retail math knowledge
- Must be highly organized with excellent follow up and execution skills
- Demonstrates a passion for the mission and work of Akola

Please send cover letters and resumes to Carolina Herrera at carolina@akolaproject.org.