

DVC Internships - Spring 2017

How it Works:

- Selected students will complete an internship offsite (at either Habitat for Humanity or Susan G. Komen) in lieu of their afternoon pathways course for the duration of the Spring 2017 semester.
- Students will receive school credit for the internship.
- Students will intern 2-4 days per week on Mondays-Thursdays from 1pm-4pm.
- Students are responsible for their own transportation to and from the internship.

To Apply For An Internship:

1. **Create resume and cover letter:** Create a resume and cover letter that will be shared with hiring managers to select student interns. Students can find resources for creating a cover letter and resume on the RWL website under “student resources”
<http://www.dvrealworldlearning.com/forms.html>.
2. **Email resume and cover letter by Monday, December 12th:** Email Natasha (nmorse@davincischools.org) and Nathan (nbarrymore@davincischools.org) with your resume and cover letter as PDF attachments (saved as resume or cover letter and your full name) and rank which organization – Habitat for Humanity or Susan G. Komen – you would like to work for.

Internships Available:

Habitat for Humanity Restore

18600 Crenshaw Blvd, Torrance, CA 90504



Habitat for Humanity of Greater Los Angeles is a non-profit organization dedicated to the mission of eliminating sub-standard housing in the greater LA area and throughout the world. The Habitat "ReStore" is a Home-Improvement Thrift Store, which serves as a funding source for Habitat for Humanity. There are over 866 ReStores throughout the United States. The 2 ReStores operated by the Los Angeles Habitat affiliate are located in Bellflower and Torrance, California. The stores are open to the public to shop (open daily 8:30a-7:30p). We accept new and gently used household items, building materials, appliances, furniture, etc. The profits from the sale of these items help to support Habitat for Humanity. We provide pick-up service of most donated items and all items are tax-deductible. Our website: www.Habitatla.org/restore

Habitat Internship Opportunities:

1. **Communications- Social Media and E-Commerce**

This internship position helps increase community awareness of the Torrance Restore and drives new customers to the ReStore. Responsibilities include:

- Create compelling posts, videos, blogs, photos to increase interest, followers and likes
- Work with the marketing team and ReStore representatives to accurately represent the Habitat for Humanity and ReStore brands within all communication vehicles
- Regularly post DIY ideas, showing how to “upcycle”, repurpose or transform items (“before/after”)

- Work with the ReStore managers and regularly monitor the donated items to identify potential items to be posted for sale
- Post items for sale on several on-line sites including Diggerslist, Craigslist and Ebay
- Reply to interested parties, answer questions and help to facilitate the sale of those items
- Regularly communicate with the ReStore staff to know when an item has sold and remove sold items from listings

2. Torrance ReStore Merchandising & Customer Relations

This internship is a hands-on position working on the sales floor at the Torrance ReStore. Interns will help to merchandise/display the donated items in the store in order to make the items more appealing and the overall shopping experience more pleasurable. This includes freshening, cleaning, straightening items on the sales floor, and making them more accessible to shoppers. You may create interesting displays to feature specific items. This internship will also work with the marketing team to create a “Before & After” display for each store, showing how items found in the ReStore can be repurposed or transformed. Additionally, this internship may also conduct in-person customer surveys with the goal of improving the overall customer experience.

Susan G. Komen

9841 Airport Blvd Suite 800, Los Angeles, CA 90045

Susan G. Komen Los Angeles County provides funding for breast health services, breast cancer education and outreach in our Los Angeles County communities. Through events like the Los Angeles

County Race for the Cure®, **Komen LA County** invests 75 percent of the funds raised to support vital local breast health services, and dedicates the remaining 25 percent to national research to find the cures. This internship will give students a glimpse into the day to day operations of a non-profit, ranging from marketing to graphic design to event planning.



Duties and Responsibilities:

- Interns will provide general office support which will may include data entry, answering phones, and creating flyers and posters to help further Susan G. Komen’s mission. Interns will also attend some Race for the Cure events where they will help set up, pass out health information, and clean up.
- Susan G. Komen would prefer students who drive, so they can occasionally attend offsite events; although this is not necessary.