SUITED FOR SUCCESS DRESS FOR SUCCESS® MIAMI

Internship Opportunities

All opportunities are for the Spring 2016 semester and will be located at the Suited for Success offices at the Culmer Center, 1600 NW 3rd Ave., Suite 111, Miami, FL 33136. All internships are unpaid for experience only, and can be adjusted to a student's strengths/interests. For questions or to apply (cover letter + resume), please email Angeline Evans at angeline@suitedforsuccess.org.

About Suited for Success / Dress for Success Miami

Founded in 1994, Suited for Success (SFS) was started to help welfare recipients enter the workforce by providing them with appropriate clothing for interviews and jobs. The organization expanded to serve youth (since 1998) and men (since 1999). Experience quickly showed that business clothing is essential, but not sufficient to get and keep a job, so SFS created tailored workshops on job interview readiness, professional image, communication skills, and business etiquette. Since 1999, Suited for Success has served more than 50,000 individuals with job training and clothing to support their job search needs and help them secure employment. Its women's program, Dress for Success Miami, is an affiliate of Dress for Success, which has more than 140 locations in 20 countries. Learn more at www.suitedforsuccess.org.

Operations/Social Work Intern

Established and small nonprofit is looking to bring on a social work intern to assist with goal/outcome reporting, client tracking and administrative support. This is a new position, and we are looking for a solution-oriented self-starter with good data analysis skills.

Responsibilities

- Manage client database, including data entry, monthly analysis and reporting
- Assist office manager in corresponding with referral social service agencies
- Assist in general office tasks
- Assist Associate Director with implementing best practices for data management and outcome reporting

Requirements

Excellent proficiency in Microsoft Excel, Microsoft Word. Familiarity with eTapestry or other CRM systems a plus.

Digital Media/Marketing Intern

Established and small nonprofit is looking to bring on 1-2 digital media/marketing interns to support our social media and marketing efforts.

Responsibilities

- Help curate and create content for Suited for Success and Dress for Success Miami social media profiles (2 Facebook pages and 1 Twitter account)
- Help manage the organization's Mailchimp email marketing account
- Write blog posts for the Suited for Success and Dress for Success Miami websites

Requirements

Strong writing and communication skills. Social media management experience (Facebook and Twitter). Proficiency with managing email lists, Mailchimp and photo editing software/tools.