Company: **Dress for Success San Jose** is a local non-profit organization and an affiliate to Dress for Success Worldwide, the only international organization that addresses and fulfills the needs of low-income women who have left welfare and are interfacing with the challenges of entering the workforce. As a three part program at no costs to our clients, Dress for Success San Jose provides professional attire, a network of support, and the career development tools to help women thrive in work and in life.

Schedule: 10 hours per week - 2 Days per week/5 hour shifts, days and hours flexible

Location: Milpitas

Pay: Unpaid internship

Responsibilities include (but not limited to):

1. Ensure that each client receives quality service and care during visit to Dress for Success San Jose boutique.
2. Facilitate 5-minute welcome orientation for each client.
3. Assist in managing client schedule; confirming and scheduling client appointments.
4. Assist with personal shopping and mock interviews for clients.
5. Increase partner program relationships and outreach.
6. Inventory Management.
7. Return telephone calls regarding donations, etc.
8. Follow up with clients after 1st suiting appointments.
9. Complete documentation (letters, tax receipts, etc), as assigned.
10. Assist Dress for Success San Jose Director with various tasks, including events, trainings.
11. Assist w/ sorting clothes and organizing boutique as needed.
12. Administrative tasks as needed.

Qualifications:

- Working towards degree in Human Services, Social Work, Psychology, Sociology, Business, Fashion, Non Profit or any other related field.
- Strong computer skills including knowledge of Microsoft Word, Excel.
- High level of organizational skills, communication skills.
- Ability to complete projects effectively in timely manner.
- Bilingual in Spanish a strong plus.

Supervised by: Dress for Success San Jose Program Coordinator, MA in Human Rights and Global Ethics and Executive Director, LCSW.

Apply: Students may email a resume [rebecca@dfssanjose.org](mailto:rebecca@dfssanjose.org)