



May 2022

**About Delivering Good (formerly K.I.D.S./Fashion Delivers):**

Delivering Good, Inc. is the charity of choice for new product donations made by hundreds of companies in the fashion, home and children's industries. Donating new merchandise provides these companies with a simple and effective way to help people in need. Founded over 30 years ago, Delivering Good is a 501(c)(3) nonprofit organization that unites retailers, manufacturers, foundations and individuals to support people affected by poverty and tragedy nationally and abroad. Since 1985, over \$2.5 billion of apparel, accessories, shoes, home furnishings, toys, books and other useful items have been distributed through our network of community partners.

**Position:** Product Procurement Intern

The Product Procurement intern works directly with the Director of Product Procurement, Senior Manager of product donations and team, supporting the organization's mission of obtaining new product to provide to those in need.

**Responsibilities:**

- Assist team in organizing existing and potential donor lists used in their prospecting of new product opportunities
- Assist product team in tracking and recording all donations in a timely and efficient manner in SalesForce
- Assist with preparation of materials to be used in a meeting and/or as follow up after a call or meeting
- Researching topics as needed to support our efforts including general poverty and disaster relief
- Conduct on-going administrative duties such as staff communication, setting up internal and external meetings/calls and if/when in the office filing, and copying
- Follow all policies, standards, and procedures for handling confidential information
- Other duties as assigned
- Working 20 hours/week remotely and/or in the office of Delivering Good
- Internship can begin in June

**Qualifications:**

- Currently enrolled college student
- Highly organized
- Attention to detail

- Proficiency in Microsoft Office programs
- Knowledge of SalesForce a plus
- Ability to handle multiple tasks and deadlines in an environment of change
- Strong writing and communication skills both internally and externally
- Considerate, positive 'can do' attitude
- Ability to work independently and also as part of a team
- Demonstrated interest in Delivering Good's mission

**This is an internship requiring up to 20+ hours per week.**

**Employment type:** internship, non-profit organization

**Compensation and benefits:**

Compensation \$15 per hour, non-exempt position with no benefits.

To apply, please send resume and cover letter outlining your interest in the position to [hr@delivering-good.org](mailto:hr@delivering-good.org).

*Delivering Good is committed to a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*