



## **The Career Wardrobe Student Internship / Volunteer Job Description**

**Title:** Inventory and Data Entry Assistant (Student Internship/Volunteer)  
**Supervisor:** Operations and Marketing Manager

### **Overview:**

The Career Wardrobe is the nation's largest community-based nonprofit organization that assists low-income women transition to work by providing professional clothing, career skills and networking opportunities. Founded in 1995, The Career Wardrobe has assisted over 70,000 women in the Philadelphia region, 60% of who are successful in obtaining employment. The Career Wardrobe's dressing suite and administrative office is located in Center City, and the organization serves women from throughout the Delaware Valley.

### **Duties and Responsibilities:**

- Inputting data entry of donation information into Salesforce database.
- Sorting clothing donations and organizing clothing, beauty products and other in-kind inventory.
- Greet and assist clothing donors with their donations.
- Other duties as assigned.

### **Qualifications:**

- Good computer skills and familiarity with data entry. Excellent typing abilities.
- Previous retail or customer service experience preferred.
- Attention to detail and ability to work independently.
- Good interpersonal skills and the ability to work with diverse populations.