



## Buckhead Thriftique Internship

### Job Description

#### About Buckhead Christian Ministry

Buckhead Christian Ministry (BCM) prevents hunger and homelessness for Atlantans in crisis, facing life-changing events, such as job loss and medical problems. BCM provides emergency and housing assistance and life-skills education, placing special emphasis on the needs of low-income workers. BCM fosters community by engaging volunteers in bringing hope and compassion to people of all faiths. BCM helps more than 8,000 people annually, living in 15 metro-Atlanta zip codes.

Buckhead THRIFTique is the clothing ministry of Buckhead Christian Ministry. In addition, to providing free clothing to people in need, the store provides affordable clothing and household goods to the community. Any profits are used to provide families in crisis with food and shelter.

#### Location

Buckhead Thriftique is located in the heart of Buckhead at 800 Miami Circle, near Buckhead Crossing Shopping Center. It is on Miami Circle across from The Painted Pin.

#### Job Description

BCM is seeking a student intern to volunteer for a designated period of time during the Fall or Spring semester. The intern will work closely with Robyn Hazelrigs, the General Store Manager, to assist with customers, clients, and volunteers. The candidate must have knowledge of posting on various social media platforms. The candidate will also enjoy working in the fashion industry and have knowledge with merchandising and marketing. The appropriate candidate will be a compassionate, responsible, problem solver who has a heart for ministering to people in need and is eager to learn. Training is provided. This is an unpaid internship. *Student interns receive a 50% discount on purchases.* The store sells everything from Polo to Prada so there is an extensive list of designer items that are sold.

#### Desired Skills

- Excellent Customer Service
- Eye for fashion and passion for thrifting
- Social Media experience
- Fashion merchandising
- Ability to work with Atlanta's low-income residents and the homeless
- Ability to complete tasks in a timely manner with a high degree of accuracy and attention to detail

#### General Responsibilities

- Assist with the daily operations of Buckhead Thriftique including but not limit to:
  - a. Opening and closing procedures
  - b. Check out procedures
  - c. Greeting BCM clients upon arrival at the store, explain the services we provide, and assisting them with their shopping needs
  - d. Assist with merchandising

- e. Assist with marketing the store (offer ideas to promote the store to the general public and assist with implementation)
  - f. Post photos, videos, and other promotional material on various social platforms to increase traffic and awareness
  - g. Assist all shoppers on an as needed basis
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- Support the store manager as needed:
    - a. Help with lifting and receiving of donations on a daily basis
    - b. Help organize and hang clothing
    - c. Stock store floor with store donations

**To Apply**

Please submit resume and cover letter to the Director of Volunteer and Community Relations at [Volunteers@bcmatlanta.org](mailto:Volunteers@bcmatlanta.org).