**Sales/Marketing Internship**

 PT

Unpaid

Description: Are you ready to save the world one piece of furniture at a time!? Do you have a passion for helping others and also saving the environment? We are looking for an eager; self-starter who sees the mission of zero -waste and has a passion for entrepreneurship. This position is ideal for a student or recent grad looking to gain experience in building business relationships and the ins and outs of running a small business.

We are a full service, eco-friendly furniture and junk removal company focused on donating, reuse and recycling. Our mission is simple, keeping what we can out of the landfill, which we achieve through donating and recycling the items we remove from our customers. Any items accepted on our customer's behalf at a donation center, we send back a tax-deductible receipt via email within two weeks of the appointment.

About You:

The sales/marketing intern will be mentored closely by the Director of Sales, **gaining knowledge in the following areas:**

• Following up with warm leads via phone and email to schedule furniture removal appointments

• Weekly sales/marketing reports, analyzing them and creating strategic action steps

• Scheduling appointments for new and existing customers

• Updating, monitoring and tracking monthly sales #'s for estimate appointments

• Prospecting via phone and email for specific business categories on a daily/weekly basis

• Brainstorming potential sales and marketing partnership ideas

• Flyers and other promotional material

• company CRM system for customers

• Amplifying social media outreach through Twitter, Instagram and other channels

• Create proposals and presentations

• Account management - invoicing, scheduling and collecting payments

**Qualifications**

         Marketing or Business Management Major

• Must be available at least 30 hours per week

• Strong verbal and written communication skills

• Strong understanding of Microsoft word, Excel, and PowerPoint

• Exceptional interpersonal and communication skills

• Must be willing to step out of comfort zone and tackle ninja like tasks

Best,

**Athena Hernandez**

Director, Good Help Services

Brooklyn Chamber of Commerce

335 Adams Street, 27th Floor, Suite 2700

Brooklyn, NY 11201

P: 718 875-1000 ext. 124 F: 718 222-0781

ahernandez@brooklynchamber.com

Please visit [www.ibrooklyn.com/employment](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.ibrooklyn.com_employment&d=DwMFAg&c=mRWFL96tuqj9V0Jjj4h40ddo0XsmttALwKjAEOCyUjY&r=3hXutC2s7dU5rdSD4g6VHi390ETXEDuHbwvC39-4YFg&m=hTtI0F5ENabjUzyjEldxPBy4GbfEeK-LGUXK8g_Z1FA&s=ncF1Nksjyu_Cm2nqXnmmc_WVluI9K-UrloZa2vzi9Is&e=) to view a list of Good Help job openings.