

Suits for Success Internship  
Unpaid Internship

**Description:**

Student will work with the Lindenwood Career Services Office to help run and coordinate the Suits for Success program. Duties include, but are not limited to:

**Suit Upkeep**

- Organize, sort, and arrange suit donations
- If able, make alterations to suits if necessary
- Collect suit donations as needed

**Student Interactions**

- Meet with students who are interested in the program, help them sort through suits and piece together a professional look
- Go over the do's and don'ts of professional dress with students

**Marketing/Event Planning**

- Plan and implement 1 event to publicize the Suits for Success Program
- Create basic advertising material for event

**Organization Relations**

- Coordinate with local organizations, such as Habitat for Humanity, for suit donations
- Act as a general liaison between organization and Career Services Office for suit donations

**Education Requirements:**

Junior or Senior student majoring in fashion design, non-profit, or related field.

**Previous Work Experience:**

Entry-level position

**Physical Requirements:**

Must be able to lift at least 25 lbs.

**Requirements:**

- Strong communication and interpersonal skills
- Basic computer skills
- Basic sewing skills preferred but not required
- Strong attention to detail
- Must have reliable transportation so suits can be picked up from outside organizations

To apply, please send resume and cover letter to: Elizabeth Ashcraft ; eashcraft@lidnenwood.edu