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:
Enter-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