

ALICE + WHITTLES

E-COMMERCE ASSOCIATE

Full-Time Summer Internship

Term: May 6th 2019 - August 23rd 2019

Alice + Whittles is a Sustainable footwear + Accessories dynamic online brand that employs natural, upcycled and recyclable materials to design elevated outdoor essentials.

The brand is born from the founders' experiences as UN relief workers on the frontline in Tunisia and sees more conscious fashion as one possible solution to a world starving for ideas, among other things.

Reporting to the CEO, the **E-Commerce Associate** will make it easier for consumers to shop Alice + Whittles' ethical footwear by creating an Amazon store. Leading the project from beginning to end, the E-Commerce Associate will play an integral role in expanding Alice + Whittles' sales channels, thus increasing customer acquisition and sales.

As a part of this internship, the successful applicant will also participate in workshops, networking sessions and Lunch & Learns with Good & Well - a Toronto-based impact investment firm - alongside interns from several other social purpose businesses.

This position is partially funded by the United Nations Association of Canada through the Green Spaces Program <<http://unac.org/green-spaces/>>, which is supported by the Government of Canada as a part of the Youth Employment Strategy.

Key Responsibilities

- Project planning and ongoing project management
- Integrating Amazon Store with existing warehousing and customer support systems
- Developing customer policies to specifically meet Amazon guidelines
- Overseeing the design and customization of the Amazon store
- Adding and updating product pages on the Amazon store
- Researching and testing strategies for effective advertising via Amazon
- Planning and training permanent staff on efficient processes for ongoing store management

- General business planning, sales/inventory forecasting and returns/exchanges forecasting
- Other duties as required

Must-Haves

- Enrolled full-time in a university business program at the undergraduate level and intending to return to school post-internship
- Ability to think analytically and holistically through processes from the top down
- Detail-oriented personality
- Ability to work independently and self-motivate
- Between the ages of 15 and 30 (inclusive) at the time of intake/selection, as per the [UNAC Green Spaces](http://unac.org/green-spaces/) wage subsidy program requirements <<http://unac.org/green-spaces/>>.
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Legally entitled to work according to Ontario's legislation and regulations

Good-to-Haves

- Experience creating Amazon stores
- Project management experience
- Experience with Shopify
- Experience with customer support software Tidio

Pay / Hours

- \$15/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5pm

Application Instructions

Apply online via our application portal <<https://goodandwell.typeform.com/to/TqRYin>> and include the following:

- Resume
- A cover letter including answers to the following questions:
 - What will you bring to the internship?
 - What do you hope to gain from the internship?
 - What does social impact mean to you?
 - Describe a time when you faced a challenge. How did you approach it and what did you learn from that experience?

Application Deadline: February 7, 2019 at 11:59pm (extended).

Applications submitted via other methods will **not** be reviewed.

Alice + Whittles is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.