Sales & Marketing Internship

POSITION SUMMARY
The Sales & Marketing Intern will assist with the sales and promotion of reclaimed building materials sold at WasteCap’s Architectural Salvage & Reuse Warehouse Store. The intern is expected to apply their course work, training, and creative insight to achieve results-driven sales targets. The intern utilize valuable skills and have the satisfaction of supporting WasteCap’s mission through increased sales of reclaimed building materials.

INTERN LOCATION
2123 W. Michigan St, Suite 100, Milwaukee, WI

ABOUT WASTECAP
WasteCap Resource Solutions, Inc is a 501(c)(3) non-profit organization that transforms waste into resources through landfill diversion and reuse efforts. In addition to an array of consulting services, WasteCap operates a public retail architectural salvage warehouse in Milwaukee, WI. It carries a variety of reclaimed building materials. These materials are procured through WasteCap’s deconstruction and salvage efforts. Find out more at: www.wastecap.org/

RESPONSIBILITIES
As part of the WasteCap team, your duties will include:
- Receive reclaimed building materials from WasteCap’s deconstruction and salvage efforts.
- Price and tag incoming products using inventory system.
- Update the website and e-commerce platform with product description and sale price.
- Share and promote the store’s in-stock goods through local sales channels (Social Media, Craigslist, etc.).
- Create weekly email announcements and newsletters.
- Learn the history of materials and decorative objects (monetary values and modern applications).
- Provide exceptional customer service.
- Support telephone and email correspondence.
- Keep store clean and well-presented.
- Assist with store opening and closing duties.
- Observe warehouse safety protocols:
  - Safe and secure placement of large items on store floor
  - Awareness of sharp objects, glass, nails.
  - Practicing safe lifting, relocation of items, and working in teams.
  - Using PPE (personal protection equipment) when appropriate.
  - Support with documenting occasional on-site salvage operations and material donation pickups.

QUALIFICATIONS
- Ability to work primarily Tuesday – Saturday.
- Strong communication skills, ability to work independently and in a team environment.
- Ideal candidate is detail-oriented, and shows a strong willingness to learn.
- Passion for our customers, and the end users of our products.
- Interest in sustainability, waste diversion, and the built environment.
- Basic proficiency with computers, internet/email, and word processing software.

SPECIAL CONSIDERATIONS / WORKING CONDITIONS / PHYSICAL EFFORT
- Moderate physical activity: frequent walking/standing/lifting/carrying up to 50 pounds; some repetitive motion

COMPENSATION
WasteCap is able to offer compensation through one of the following forms:
- Academic Course Credit
- Grant Funded Opportunity (Example: Career Ready Internship Program)

Please email your job application to: jobs@wastecap.org.
Your application should include a (1) cover letter and (2) resume. Files should be condensed into one PDF document.