

# HOT BREAD KITCHEN

*preserving tradition / rising expectations*

## **JOB POSTING: SUMMER SALES INTERN**

Hot Bread Kitchen is a social enterprise bakery that enhances the future of foreign born women while preserving baking traditions from around the world. We do this through our culinary workforce and business incubation programs, Project Launch and HBK Incubates. To help offset the cost of our training and to build esteem in the contribution of immigrants, we sell delicious, multi-ethnic breads that are inspired by our bakers and the many countries that they come from.

For the Summer season, we are looking for an amazing intern to help our Sales team prepare to launch our new website and ecommerce program, research and promote our products and mission to new clients while also learning the retail side of the business while providing support to our staff at various Greenmarkets and events across the city!

### RESPONSIBILITIES:

- Promoting sales of Hot Bread Kitchen Products through in-store demos with our wholesale clients, supporting our Greenmarket locations and various special events throughout the city.
- Effectively communicating Hot Bread Kitchen's goals and mission to new customers while promoting HBK products
- Helping to generate Sales Prospect lists using the internet and phone to identify organizations and contacts within each channel and category.
- Inputting leads, assisting with outreach and followup, and tracking all activity in Salesforce software.
- Assisting the Sales team with administrative tasks associated with aggregating content for new Web page and Ecommerce program to include: Bread photo and description library; Creating Partner Lists and developing a Shipping guide book for online bread sales

### QUALIFICATIONS:

- Minimum 2 years post-high school education
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- Excellent communication, writing and organization skills
- Excellent public speaking skills
- Interest in social enterprise and marketing
- Ability to work independently and meet deadlines
- Commitment to Hot Bread Kitchen's mission and passion for social justice
- Computer proficiency in Microsoft Word, Excel, and Internet research
- Customer service experience preferred but not required

### SCHEDULE:

- Minimum 8 Hours/Week - Mondays, Thursday or Fridays. Weekend availability a plus!
- This is an unpaid position

### TO APPLY:

Interested candidates must email a brief statement of interest and resume that includes at least two professional references to [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org) with "SUMMER SALES INTERN" and your name (Last, First) in the subject line.

Only applicants meeting the position's requirements will be considered. Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.