



FULLFILLMENT & SHIPPING INTERN

Internship Description

Intern Reports to: Project Manager

Essential Functions:

- Handles entire fulfillment and shipping process on a weekly basis, i.e. prepares items for shipment including assembling, addressing, stamping, and then ships merchandise or resource materials at nearby post office (or UPS Store, as needed)
- Verifies and maintains online records of outgoing shipments on a weekly basis
- Manages online inventory of promotional materials, resource collateral, and necessary packaging supplies on a monthly basis

Additional Duties:

- Checks and picks up mail at local post office box on a weekly basis
- Delivers mail to BraveLove Staff on a weekly basis

Requirements:

- Maximum 5 hours/week
- Communicate in a timely and responsive manner
- Ability to lift and move boxes and objects
- Access to computer and wireless internet to receive order requests and notifications
- Access to transportation in order deliver shipments to the post office and run errands to office supply store, etc.

IF INTERESTED IN THIS INTERNSHIP, PLEASE CONTACT LEIGH@BRAVELOVE.ORG.

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A PRO-ADOPTION MOVEMENT

BraveLove's mission is to change the perception of adoption through honest, informative and hopeful communication that conveys the heroism and bravery a birth mother displays when she places her child with a loving family through adoption.

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