COOPERATIVE DEVELOPMENT INTERN

Position Description

ABOUT RESTORE NYC
Thousands of women are sold for sex every day in NYC, in every neighborhood of every borough. Restore finds women who have been sex trafficked and provides counseling, housing, and jobs. We empower each survivor to thrive in her community, which includes having stable housing, a job she loves, being reunited with her family, and ultimately experiencing sustained freedom -- and we have the data to prove it. Learn more about us on our website.

JOB SUMMARY
This internship offers a hands-on, substantive experience contributing to Restore’s Economic Empowerment programs. The Cooperative Development Intern will assist in the management of a social enterprise owned by diverse foreign-national women with a history of trafficking. The Cooperative Development Intern will support the work of the Cooperative Developer to provide safe and sustainable work opportunities for clients of Restore. In addition to administrative and logistical support, this internship provides the unique opportunity for students to contribute to strengthening the social enterprise’s systems, processes, and culture.

We are looking for someone who can start as soon as possible and would be willing to commit for a full academic year. If these work hours can be used towards course credit, please let us know and we will support you in any paperwork required.

This is an unpaid, part-time position requiring a minimum commitment of 15 hours per week. The Cooperative Development Intern will be working at Restore’s Midtown office and the shifts can be flexible to accommodate school or work schedules.

SPECIFIC RESPONSIBILITIES
- Provide administrative and logistical support to a worker cooperative incubated by Restore to connect clients to safe and sustainable job opportunities as follows:
  - Manage payroll to ensure timely payments to cooperative members
  - Contribute to onboarding of new social enterprise members
  - Maintain and update cooperative’s customer relationship management system and other project management tools.
  - Assist in data collection, analysis and evaluation of the cooperative and its social and economic impact.
- Support Cooperative Developer in researching, piloting and iterating new initiatives that complement and expand existing Economic Empowerment services, including:
  - Creating handbook for cooperative members
  - Creating satisfaction survey for business clients of the cooperative
QUALIFICATIONS

- Detail oriented and execution minded
- Ability to juggle multiple tasks, plan well, and efficiently manage processes
- Proven ability to work independently to deliver outcomes
- Proficiency with Excel, QuickBooks, or other data and accounting tools
- Mature and calm under stressful situations
- Fluency in Mandarin, Korean, or Spanish
- Prior small business experience and working knowledge of small business accounting and compliance is a plus
- Experience working or volunteering to serve commercially sexually exploited women and/or at-risk populations is a plus
- Pursuing a bachelor’s degree in business, social entrepreneurship, or another related field

ADDITIONAL INFORMATION

We will consider applicants who are mature undergraduate students, graduate students, or recently graduated undergraduates with experience or interest in the field of anti-human trafficking, human rights, or socially-responsible enterprises and social services to exploited and vulnerable populations.

Restore NYC’s Internship program provides students and professionals with a rich learning experience but does not provide monetary compensation.

If interested, please send your cover letter and resume to recruiting@restorenyc.org with “Job Development Intern” in the subject line.