

INTERN POSITION DESCRIPTION VBSR

To Apply Please send resume, cover letter, and Student Forms to:
tarap@VBSR.org

Questions? Call: 802-862-8347 Cell: 802-355-7461

Business Name: Digital Wish
Position Title: Vendor Manager
Opening(s) Available: 1
Hours per week: 25-40

Pay: \$10/hour

Mission Statement: Digital Wish is a non-profit public charity with a mission to modernize American classrooms and prepare students for tomorrow's workforce.

Digital Wish has been described as "...a facebook for teachers." Teachers write and share lesson plans and make their technology wishes public on www.digitalwish.org. Online donation features allow anyone to make a tax-deductible donation to a school for classroom technology, or purchase items directly from a teacher's wish list (similar to a gift registry). Behind the scenes, Digital Wish strives to make teachers' technology wishes come true. We also run a constant stream of contests and give grants to classrooms across America.

Main Focus: (Check All That Apply)

Administrative

Project Management

Business Development

IT

Engineering

Restaurant/Hospitality

Other:

Sales

Marketing

Public Relations

Graphic Design

Sustainable Energy

Retail/Grocer

Project Name: (if Applicable) Vendor Manager

Brief Description: (Please Write Specifics of Job Duties)

Digital Wish is looking for a computer savvy, organized individual to manage our vendor relationships and pursue new vendor members. The Vendor Manager intern will monitor product requests from teachers to identify products that are in high demand from K-12 schools. He/she will then call prospective vendor members, build relationships, secure new products, and update product changes on our site. The successful candidate will be comfortable on the phone and meticulous about follow up. An interest in education and technology is preferred. This is a great position for a well-spoken marketing or media intern, with good people skills.

Qualifications:

Successful candidates will have good phone skills, and be able to easily articulate ideas. A 4-year college degree (or pursuit of) is required. Interest and experience in education and teaching is a definite plus.

Skills, Attributes, and Knowledge Desired (Check All That Apply)

Phone	Independent Work	Graphic Design
Public Speaking	Team Work	Education/Teaching
Project Management	Administrative Skills	Writing Skills
Data Entry	Research/Research Analysis	Multi-Tasking
Customer Service	Fund Raising	Outdoors Skills
Computer (Req) /Technical	Knowledge of Law	Other:
Political	Artistic/Creativity	
Environmental Knowledge	Science	
Management	Publicity	
Good With Numbers	Works Well with People	

Supervisor:

Heather Chirtea, Executive Director

Benefits/Training Opportunities:

We will train. Although there are no formal benefits for interns, all staff shares the local garden crops! A successful intern has the potential to transition into a full-time position.

Directions and Public Transportation Available:

Digital Wish Corporate Offices:
Sunderland, VT 05250
www.digitalwish.org

There is no public transportation. We are located about 5 mile south of Manchester, Vermont. From Manchester, proceed south on Rt. 7A. About 1/4 mile past the Equinox Hotel, turn left on River Road (River Road turns into Sunderland Hill Road). We're on the left about 3 miles from 7A.

Additional Information/Comments: N/A

This position is located in our scenic Vermont offices in Sunderland. We are a woman-owned, equal opportunity employer.