

### **Executive Assistant Intern**

#### **Summary:**

Malaika Apparel at its core aims to embody a distinguishable form of revolution. This brand is a practice that defies contemporary norms and aims to celebrate all people of color. The inspiration of Malaika Apparel is a challenge to the social conditions where Black representation is limited to its appropriation. Malaika Apparel is thus a call for agency and the empowerment of the Black/African Diaspora.

Malaika Apparel is dedicated to exhibiting fearless pride. This space is a place where people of color can buy apparel that tells the story of Black/ POC excellence. Malaika Apparel also creates a space for allies to show their solidarity with the essential Pro-Black movements that are ongoing and extremely necessary. Through this brand, we hope to also create products that also focus on the complexities of identity formations.

The Brooklyn Community Pride Center is seeking an executive assistant intern for a temporary part time eight-week placement at Malaika Apparel Co. The ideal candidate must possess strong project management, communication and leadership skills within an executive capacity. The intern will also act as the founder's primary liaison and communicator to rest of team. The intern reports to the CEO and Founder, Rita Bunatal.

**Intern candidates should not contact Malaika Apparel directly. Contact information is below.**

#### **Scope of Duties**

- Work in tandem with the founder to set, manage and execute quarterly and annual business goals
- Works with founder to document weekly, monthly & yearly tasks - sharing calendar invites for meetings
- Compiles weekly report of achievements - ensuring that we are completing tasks
- Plans and schedules meetings; conducts research about networking events that would be good for our company
- Takes up other responsibilities as directed by the CEO
- Researches funding programs
- Researches textile applications; design and production development

#### **Qualifications**

- Discretion: you will often be party of confidential information
- Excellent oral and written communication skills
- Organizational skills
- Ability to multitask

**Characteristics**

- Trustworthy
- Flexible and adaptable
- Self-motivated

**Compensation:** This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

**Applications:** E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at [sbutler@lgbtbrooklyn.org](mailto:sbutler@lgbtbrooklyn.org). Subject: [Your name]: [Malaika Apparel Co.] 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

*Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.*