

# **Ethical Fashion Consultancy: Account Executive Internship**

This is a 3- 6 month role, starting in July-August

## **Role and Responsibilities**

The EFC Account Executive internship is a key role with the organization. This three-month placement offers first hand experience at the heart of the Ethical Fashion Sector from a consultancy perspective, and is based at the EFF's head offices in London's most vibrant fashion district near Brick Lane. The role includes supporting the promotion of EFC services; dealing with inquiries and clients, coordination of consultants and some office management.

The Ethical Fashion Consultancy (EFC) is the consultancy arm of the non-profit Ethical Fashion Forum, the industry body for ethical fashion. The EFC operates by drawing on a pool of consultants who are specialists in a variety of fields relevant to ethical procurement and fashion and textiles including: supply chain building; ethical supply chain assurance; brand building; marketing; development & implementation of ethical trading and corporate social responsibility policies and programmes; selection and recruitment of human resource and more.

The Account Executive Intern will be responsible for:

- Responding to consultancy enquiries
- Administrative support with regard to current and potential clients.
- Filing and managing contact system
- Creating project directory- numbers and project summary
- Assisting with the production of marketing material (brochures, press releases)
- Promotion of EFC services through social media, website – keeping it updated – mailing/emailing/events attendance
- Research and market research
- Coordinating board members & board meetings, potentially including being present at meetings, writing and circulating minutes
- Updating the EFF about EFC activity with weekly reports

## **Ideal Requirements**

1. Experience

First hand experience of:

- Developing promotional information
- Helping to write press releases, coordinate and publicise events and projects
- Website content management
- Communication through social media
- Creative marketing

## 2. Knowledge, Skills and personal qualities:

- Marketing or business background
- People and communication skills: Confidence, communication skills encompassing written and phone delivery
- Project management/ office management
- Administration
- Confident with Office package
- Understanding of fashion industry
- Understanding and interest in sustainability
- Effective proposal, report and minute writing: Including minutes from high level round table events
- A good ability to research and manage effectively a wide variety of vital tasks and topics

### Additional useful

- Understanding of consultancy environment

## **PRACTICAL INFORMATION**

### **Working hours:**

The standard working hours at EFF are 9.30am to 6pm (with lunch break).

Interns are expected to work 10-5.

The EFC team likes to work on a flexible basis regarding office hours and occasional working from home if this is more productive. This can be discussed with supervisor.

### **Time period and days per week:**

EFC requires a commitment of a minimum of 3 days per week from interns, for a minimum of 3 months.

This is to ensure that the placement is useful for both parties.

A full time internship is the most productive, however we understand that interns may need to do paid work elsewhere 2 days per week to support themselves.

**Payment and expenses:**

Internships at EFC are unpaid, however travel (within London) and lunch costs may be covered. Interns to agree expenses plan in the first week to ensure that needs are met.

**Email management:**

Email set up will be explained by your supervisor.

The EFC has an email data system to ensure that mails are backed up in project files, which will be explained to you by your supervisor