Internship Opportunities
(8-week summer internships paid through Wake Forest’s Center for Entrepreneurship)
110 E 28th Street, New York City, New York

We design modern luxury shoes that allow you to remove the Upper part of the shoe to completely change your look. Our shoes are on-trend, made from premium leather and suede and hand-crafted with patented technical elements that make them the most comfortable heels and wedges you’ve ever worn. Available direct to consumer through catperkins.com.

Social Media Intern Job Description

• Direct report to CEO/ Co-founders.

• Responsibilities will vary due to the needs of the business, so the intern must be comfortable in the fluid environment of an emerging business. Characteristics that help: being flexible and able to pivot and reprioritize as needed.

• Working with the founders, the intern will help with social media posts (FB and Instagram - feed & live) by touching up and correcting photos and videos using apps like Canva, Retouch, Facetone (or the intern’s choice) to create compelling social posts. (Photoshop experience would be a huge advantage, but not necessary.)

• Intern will learn how to coordinate posts through a social media calendar that will coordinate the marketing efforts of certain products/ holidays/ seasons.

• Intern will enter posts into Later, a social media organizing tool.

• Intern will learn how to source and credit free video and photos assets on-line (Unsplash, Pexels, freerangestock.com, etc.)

• Having an aptitude for design (or an interest) would be a plus for this job.

• Skills should include a basic understanding of Excel, Word, Keynote or Powerpoint.
• Excellent written and verbal communication skills, and attention to detail are a must.

**Entrepreneurship Intern - (A Little Bit of Everything!)**

• Direct report to CEO/ Co-founders.

• Responsibilities will vary due to the needs of the business, so the intern must be comfortable in the fluid environment of an emerging business. Characteristics that help: being flexible and able to pivot and reprioritize as needed. Someone who learns quickly with guidance and isn’t intimidated by learning new technology.

• Days could include a trip to the local factory to check on the quality of the leather that has been shipped from oversea or to check the quality of finished goods being manufactured.

• Intern will attend weekly design meetings and may help source certain leathers, suede, and ornaments in local area.

• Intern may help create surveys and letters for Mailchimp and Survey Monkey.

• Intern may help with Customer Service issues, by emailing or calling customers to help fix an order issue, etc.

• Intern may help load images onto Shopify (our eComm site).

• Intern may help with the logistics of opening a pop-up shop.

• Skills should include a basic understanding of Excel, Word, Keynote, or Power Point, Google Calendar, & Gmail.

• Excellent written and verbal communication skills, and attention to detail are a must.