



Brooklyn-based Social Enterprise Seeks Summer Interns

Runa, a rapidly growing social enterprise based in Brooklyn, NY and Quito, Ecuador, is seeking interns for Summer 2012 to work with us in Brooklyn. We are seeking full time interns (40 hours/week, limited stipends available if other funding opportunities are exhausted).

Runa creates livelihoods for Amazonian farmers by building markets for a traditional tea called guayusa (pronounced "gwhy-you-suh"). Guayusa naturally has more caffeine than any tea, double the antioxidants of green tea, and a smooth, clean taste due to its lack of tannins. We sell our line of tea bags to over 1,000 stores including Whole Foods, Wegman's, and Vitamin Shoppe, and sell guayusa as an ingredient to major tea companies like Stash, Harney & Sons, and Oregon Chai. In Spring 2012 we're launching our flagship line of bottled beverages and already have the line accepted into Whole Foods across the NorthEast and New York.

As we launch our new phase of growth, we have a number of needs for interns with managerial, sales, marketing, business development, and other relevant experience. Areas of focus will include:

- Sales and Marketing
 - o Conducting product tastings at stores and events
 - o Festivals – staffing booths, serving tea, handing out literature
 - o Sales visits to local stores & cafes (extensive training can be provided)
 - o Sales & opportunities research (online and in NYC)
 - o Communication and coordination with existing accounts
 - o Blog, reviewer, and other social media outreach

- Systems and operations
 - o Bookkeeping, Accounts Payable, and Accounts Receivable support
 - o Order management and processing
 - o Sales document tracking
 - o Legal administration
 - o Purchasing (supplies and travel)
 - o Customer service
 - o Software suite (Salesforce and Quickbooks) management

- Design
 - o Diagrams, flowcharts
 - o Banners
 - o Flyers
 - o Video content editing

Interns are expected to be proficient in software relevant to their area of work. For design interns, we have design software installed, if necessary. We want partners who are excited about the mission, willing to support us however they are able, and are proactive self-starters. Work would be done from Runa's office in Downtown Brooklyn.

Please send your resume and a cover letter to Dan MacCombie for more information:
jobs@runa.org

