



Council for Educational Travel USA

Trainee/Internship Program Offer

(10503) E-Commerce Program – New York, NY



Program Duration: 12 – 18 months

Compensation: \$17.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a family-owned, children's furniture manufacturer and distributor located in New York City. It sells its products at major retailers like Walmart, Target, and Amazon, or at small, local shops. They donate ten percent of all profits towards improving the lives of underprivileged children by giving back to the communities that need help the most.

Position Description:

- Grow the company's e-commerce presence on Shopify
- Keep product listings accurate (correct titles, images, & details), update listings when features change, and work with design team to refresh pictures/create new images
- Ensure new products are ready to go online and double-check listings after they're live
- Monitor product performance by reviewing reports from the e-commerce team; monitor ratings, reviews, and returns; suggest changes to copy, photos, or packaging to improve sales
- Work with product, sales, & supply chain teams to fix issues; coordinate small changes fast
- Track what's been updated and share quick updates in weekly check-ins

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **business management/data analysis** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **business management/data analysis** field acquired outside the United States OR 5+ years of experience in this field.
- Proficiency and prior experience with Shopify is **required**
- Experience with Microsoft Excel, detail-oriented with analytical thinking, with advanced English

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title