



**Eye 2 Eye is on a mission to empower Black Communities to reclaim their global space.** By establishing greater ownership of our supply chains, we seek to economically rebuild self-sufficient communities domestically and abroad, enabling them to reclaim their roots from soil to soul.

In America, Black Communities represent 13% of the population, but hyper-prioritize and out-consume other groups in multiple product categories. Our business aims to help understand which products are being disproportionately consumed, build ownership around those products, and, in doing so, empower disenfranchised communities from within.

**Eye 2 Eye is looking for a passionate, self-motivated individual to help grow the company's Beauty and Personal Care division.** From sales and marketing to operations and business management, the successful candidate will gain valuable firsthand experience helping establish a new business unit and achieve market position, while driving for both economic and social impact.

**Intern Job Responsibilities:**

- Understands, believes in, and strives to realize the mission of the company
- Leverages knowledge, skills, experience, network, and personal interests to support day-to-day operations across multiple functional areas. This may include, but is not limited to:
  - Taking meeting minutes, tracking targets, and following up with action owners;
  - Conducting market research, growing customer database, initiating contact with potential customers, tracking deals, pitching, and closing sales;
  - Conducting competitor analysis, benchmarking, and market analysis;
  - Researching cosmetic ingredients, growing wholesale supplier network, and building expertise in relevant import and sales regulation;
  - Identifying and engaging beauty influencers, labs and certifying bodies, industry experts/authorities, and other relevant stakeholders;
  - Drafting sales and marketing emails, designing social media posts, organizing events, and contributing to overall sales and marketing strategy;
  - Processing and fulfilling sales orders;
  - Documenting policies, processes, and procedures;
  - Developing and refining internal tools and processes to effectively manage inventory, process orders, track deals, evaluate the success of sales and marketing campaigns, etc.;
  - Supporting financial accounting, analysis, and reporting;
- Conducts valuable research and analysis to inform strategic decision-making;
- Works with department heads to produce quarterly reports for shareholders; and,
- Effectively represents the company at meetings, events, trade shows, and sales calls.

**Work Hours & Benefits:** This is a part-time position (a minimum of 8 to 10 hours per week).

**Base Qualifications:**



- Creative problem solving
- Critical thinking skills
- Strong work ethic
- Flexibility, adaptability, and ability to learn quickly
- Ability to balance multiple priorities and to meet targets and deadlines
- Team player and collaborative spirit
- Strong organization skills and attention to detail
- Research, analysis, and reporting skills
- Self-motivated, results-driven, and ability to work with limited supervision
- Professionalism
- Customer orientation
- Microsoft Office / Google Suite
- Excellent English verbal and written communication skills

**Preference will be given to individuals with any of the following:**

- Sales experience
- Operations experience
- Experience doing business in Africa
- Market research
- Data analytics
- Bookkeeping and financial reporting
- Inventory management
- Wholesale distribution
- Trade logistics
- Drop shipping
- Contract manufacturing
- Graphic design, photography, videography
- E-commerce and email/social media marketing
- African languages and/or languages spoken in Africa
- Valid driver's license

**Education, Experience, and Licensing Requirements:**

Enrolled in 3rd or 4th year of college undergraduate program. Relevant industry experience is preferred.

**To Apply:**

Interested candidates are asked to submit a resume and cover letter for consideration. Eligible candidates will be contacted for interview.