



We build **strength, stability, self-reliance** and **shelter**

Volunteer Management Internship (Unpaid)

Fall 2020

About

Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Fall 2020 internship cohort offers individuals an opportunity to work independently and as part of a team to make an immediate and direct positive impact, build new professional relationships, and develop valuable professional skills.

Internship Description

We seek a dynamic, self-starter to assist with volunteer recruitment, coordination and management. This internship is an excellent opportunity to experience various aspects of volunteer management while working for a well-known community-based nonprofit organization.

- Assist with volunteer recruitment activities
- Coordinating and scheduling volunteers
- Ensure that volunteers are properly utilized and engaged
- Respond to volunteer inquiries in a timely and efficient manner
- Coordinate volunteer recognition activities
- Maintain HabitatPVD's volunteer management database

Internship Responsibilities

Tasks may include the following:

- Perform volunteer best practices research
- Assist with volunteer recruitment activities
- Coordinating and scheduling volunteers
- Ensure that volunteers are properly utilized and engaged
- Respond to volunteer inquiries in a timely and efficient manner
- Coordinate volunteer recognition activities
- Maintain HabitatPVD's volunteer management database
- Prepare volunteer-related materials and presentations
- Create and maintain volunteer tracking reports of volunteer efforts
- Assist in the creation of volunteer handbook



We build **strength, stability, self-reliance** and **shelter**

Requirements

- A minimum weekly commitment of 8 hours
- Able to work remotely and participate in video conferencing
- Current enrollment or recent completion in a related Bachelor or Master's degree
- Experience as a volunteer
- Commitment to the mission and goals of Habitat for Humanity
- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Excellent knowledge of Microsoft® Office
- Familiarity with volunteer computer software and online applications a plus!

Benefits

- Practical experience with current volunteer coordination techniques and best practices
- Engagement opportunities with successful volunteer coordination professionals
- Opportunity to participate in organization meetings
- Make new friends
- Flexible schedule

Apply

Send your resume or LinkedIn URL and the contact information of one professional reference (e.g., professor, former employer, etc.) to Mark Kravatz, Executive Director (kravatz@habitatpvd.org)

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.