

# Habitat for Humanity of Durham Internship Description

**Position Title:** - Volunteer Engagement Intern

**Goal of the Position:** To assist Volunteer Services staff with communication, engagement, recruitment and appreciation activities for volunteers

**Department:** - Volunteer Services

**Responsible to:** - Volunteer Manager

**Time Required:** 15-20 hours a week, Tuesday-Saturday

## **Responsibilities:**

- Coordinate production of volunteer newsletter
- Produce content for social media, including photos, family bios, publicizing events
- Develop process to document house progress and send updates to construction volunteers
- Create updates using photographs, videos, graphics
- Prepare for Volunteer appreciation events
- Assist with volunteer recruitment efforts
- Participate in other volunteer appreciation and retention efforts
- Represent Durham Habitat at community events
- Enter data about volunteers in Cervis so the volunteers can be thanked promptly
- Attend at least one Durham Habitat for Humanity Board Meeting

## **Qualifications:**

- Intermediate skills with Microsoft Office including Outlook and Powerpoint
- Intermediate skills with social media platforms like Facebook, Twitter and Instagram
- Familiarity with databases and willing to learn Cervis (our volunteer database)
- Self-starter who is able to work independently
- Passion for affordable housing, sustainability, or issues related to poverty

## **Benefits to Volunteer:**

Volunteer will support efforts of Habitat to partner with families to provide them with housing. S/he will:

- Receive internship course credit
- Have the opportunity to interact with a variety of different people
- Learn valuable volunteer management skills.
- Meet with staff outside of Volunteer Services to learn more how Durham Habitat runs and have the opportunity to see the inner workings of a nonprofit.
- Attend events for other departments such as Family Services

For questions or to apply, please email Sam Speicher at [sspeicher@durhamhabitat.org](mailto:sspeicher@durhamhabitat.org)