



Intern Job Description: Women Build Volunteer Coordinator

Purpose:

To further the mission of Habitat for Humanity Saint Louis (HFHSL) Women Build Program by assisting with volunteer recruitment, coordination, scheduling, communication, and retention.

Duties and Responsibilities:

- A. Recruit groups and individuals for Women Build volunteer opportunities via phone, email, social media etc.;
- B. Schedule groups and individuals for Women Build (construction) build days and related events;
- C. Serve as ongoing point of contact for Women Build volunteers before and after their volunteer experience;
- D. Provide scheduled volunteers with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents;
- E. Research, develop, and maintain lists of potential volunteer groups and individuals and transfer information to the Women Build database manager on a regular basis;
- F. Develop detailed binder and SOP including timelines, tasks, and volunteer requirements.

General Requirements:

The candidate must:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have excellent oral and written communication skills;
- Possess superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents (i.e. our Women Build volunteers, HFHSL staff, etc.).
- Have self discipline and time management skills necessary to work independently;
- Have the ability to work a flexible schedule, including weekends;
- Be computer literate, possessing basic Internet navigation abilities;
- Be proficient in Microsoft Office, specifically Word and Excel;
- Have regular and consistent computer access, including the ability to work online;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a Sophomore class standing/ranking, with a minimum 3.0GPA/4.0 scale;
- This internship is open to all majors; emphasis on Nonprofit Management, Logistics and/or Operations Management, Project Management, Event Planning, and Business Administration.

Physical requirements:

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds.

Work Schedule/Time Commitment:

Flexible, approximately 12-15 hrs/week, with exact days and times to be determined according to your school schedule. Some job duties may be done from home, but regular meetings with the WB Steering Committee Co-Chairs, Friend Raising Team, and/or HFHSL will be required.

Stipend: This internship is not stipend; however, there is the potential for academic credit.

Responsible to: Women Build Steering Committee Co-Chairs, Women Build Friend Raising Team Leaders, and HFHSL Volunteer Services Manager.

To apply for this internship, please send a cover letter and resume to internships@habitatstl.org.

Email submissions only! Please NO phone calls!