

# **INTERN/Volunteer**

## **JOB DESCRIPTION**

Job Title: Internship/Volunteer Opportunities

Reports To: TBD

Prepared By: James W. Brashears III (w/ Board Approval)

Prepared Date: January 2011

### **Job Purpose**

The purpose of this position of Intern/Volunteer is to contribute to advancing the organization and communicating its mission by providing assistance in the day to day operations. The ideal candidate will be afforded the opportunity to learn all aspects of business to include non-profit management, office operations, fundraising, special event production and management, media relations and retail services and management. Intern/Volunteer will work directly and creatively with the Corporate Code Team to enhance the organizations image and assist in effectively communicating the mission and identity.

### **Functions and Responsibilities**

- Assist with administrative tasks as needed
- Play key role in organization planned events, projects and fundraising campaigns.
- Social media marketing: update, maintenance, and management as assigned
- Donor, Referral Partner, and Client database management
- Schedule and coordinate clothing pick up's and drop off's
- Sort and tag and maintain inventory log of clothing donations
- Attend all organization's events and serve as liaison communicating organizations mission and purpose to sponsors and supporters
- Assist with fundraising invitation/documentation dissemination to include envelope stuffing, postage, mailing, etc.
- Errands ran as needed and required
- Various other duties as assigned

### **Qualifications**

- Organized stylish individual with a desire to work in philanthropic environment with a Men's Apparel, Retail and/or Human Resources focus.
- Ability to manage multiple projects and work assignments simultaneously
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little to no supervision.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Publisher, Internet/Intranet.

### **Benefits**

Position is a community service, volunteer and/or in exchange for college credit