



Intern Job Description: Volunteer Coordinator Intern

Hattiesburg Area Habitat for Humanity (HAHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner (partner) families. HAHFH is an affiliate office of Habitat for Humanity International and works to improve the living conditions for low-income Forrest and Lamar County residents. The non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe and affordable housing.

The Volunteer Coordinator Intern with HAHFH will be working with all departments of a non-profit organization. This job will include, but not be limited to, assisting to ensure we meet the demands of construction, finance, development, marketing, volunteer coordination, and family support. Failure to successfully complete the demands and follow the proper channels of any of the above stated departments can lead in a failure of the job at hand and the loss of a home or Partner Family.

Position: Volunteer Coordinator Intern

Description: Hattiesburg Area Habitat for Humanity seeks 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 well-known community based nonprofit organization.

Responsibilities:

The person accepting this assignment will be working closely with the Volunteer Services Manager and the Executive Director. Training will be conducted over the first 7 days, with open-door access to the Volunteer Services Manager for follow-up questions and support. Print and Online resources are also available.

- Assisting with the coordinating and scheduling volunteers for both the Habitat Office and Jobsite(s).
 - Ensure Volunteers are properly utilized and engaged
 - Respond to volunteer inquiries in a timely and efficient manner
 - Coordinate Volunteer Recognition Activities
 - Protect organization's value and individuals' privacy by maintaining confidentiality
- Assisting with Volunteer Recruitment and Outreach Events

Additional Duties would include:

- Answering phones
- Assisting walk-in customers
- Other duties as requested

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., Business Administration, Nonprofit Management, or Social Work)
- Previous internship or related experience in volunteer engagement and/or management is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in, Excel highly desired. Knowledge of GiveGab.com a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with staff, volunteers, and family partners
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Habitat for Humanity and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment.

Hours: 8 – 12 hours/week, preferably three days per week in the office.

Compensation: This is an **Unpaid**/Volunteer internship

To Apply: Please send cover letter and resume to amuhammad@hattiesburghabitat.org.

Hattiesburg Area Habitat for Humanity is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.