



## Operations Intern

Habitat Seminole-Apopka is a 501c3 non-profit organization that serves Seminole County and Greater Apopka. We build new homes, rehab existing homes and repair older, owner-occupied homes that have fallen into a state of critical disrepair. We work in partnership with homeowners-in-progress, volunteers and the community at large to achieve our mission of strengthening the community by providing low-income families with safe, decent and affordable housing.

**Our Vision:** A world where everyone has a decent place to live.

**Summary Description:** This is a one year unpaid internship. Expenses will be reimbursed. Preference would be someone to work August 2016 – August 2017 (three semesters), however different time frames and allotment for vacation/break time during the term will be considered. Assists the Business Manager and Executive Director with administrative tasks and projects relating to office management, accounting, finance and development. This role is vital for juggling many of the details and day-to-day operations of a large and growing non-profit.

**Reports to:** Business Manager

### Skills Required

- Excellent written and oral communication skills
- Ability to track and organize multiple projects
- Ability to maintain strict confidentiality
- Self-motivated and self-initiative
- Good communication and follow up skills within a team working environment
- Exhibits a commitment to excellence, both internally and externally
- Proficiency with Excel, Word, PowerPoint, and Outlook
- Experience in or interest in learning Salesforce

### Specific Responsibilities

- Be responsible for the general upkeep of supplies, copiers and computers
- Assist with database entry and report management
- Prepare cost analysis reports and help to implement new services
- Assist in event management as it relates to our fall events
- Assist with administrative tasks
- Manage special projects as assigned
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### Time Commitment

- Fall Semester (August 15<sup>th</sup> – December 15<sup>th</sup>), Spring Semester (January 9<sup>th</sup> – May 12<sup>th</sup>), Summer Semester (May 9<sup>th</sup> – August 5<sup>th</sup>). Preference given to applicant who can commit to full year for this position.
- Work a minimum of 10- 15 preset hours a week. Our interns typically come in: Monday, Wednesday, Friday (9 a.m. – 3p.m.), Tues, Thurs, Fri (9 a.m. – 3 p.m.), or Tues, Thurs (8 a.m. – 5 p.m.). If you aren't available for those times we can work with you to find a schedule that fits.

*Perform other duties as assigned*

If you are interested in this exciting opportunity, send resume and cover letter to [Brittany@habitat-sa.org](mailto:Brittany@habitat-sa.org) with the subject line “**Operations Intern- Last Name, First Name.**”