



Volunteer Engagement 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 position is vital for keeping the community involved, leading our High School volunteers and recruiting volunteers for our ReStores. Assists the Volunteer Manager in empowering, mobilizing, and connecting with organizational volunteers. Recruiting for two positions, opportunity to be based out of Casselberry or Sanford.

Reports to: Volunteer 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

- First and foremost, empowering, mobilizing, and connecting with volunteers.
- Recruiting volunteers for assigned ReStore
- Creating online posting for volunteer needs
- Entering, tracking and following up with all volunteers
- Developing & running High School volunteer program under direction of Volunteer Manager
- Leading volunteer projects

Time Commitment

- Fall Semester (August 15th – December 15th), Spring Semester (January 9th – May 12th), Summer Semester (May 9th – August 5th). Preference given to applicant who can commit to more than one semester.
- 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 with the subject line "**Volunteer Engagement Intern- Last Name, First Name.**"