SIMPLY THE BASICS
JOIN OUR TEAM!
COMMUNITY IMPACT INTERNSHIP

Learn more about our impact: www.SimplytheBasics.org
Title: Community Impact Intern  
Status: Part Time, 6-8 Hours weekly. Unpaid. 3-6 month term. Must be available most Wednesday evenings 3-6:30 p.m. in person (remaining hours flexible).  
Location: Partial Work from Home; must be able to attend activities in San Francisco, CA  
Benefits: Valuable work experience, develop and refine skills, inside look at nonprofit organization  
Supervision: Reports to Deputy Director.

Job Description Summary: Simply the Basics is a small nonprofit organization that launched the first National Hygiene Bank in 2016. Since then, we have hosted dozens of community events for people experiencing homelessness and developed the “Hygiene Bank Association” which launches in 2022.

The Community Impact Intern should be open to a myriad of tasks for the success and sustainability of the organization, should be flexible, and be invested in the mission of Simply the Basics. The Community Impact Intern should be someone that can work efficiently and thoughtfully at home, and also be able to work in person activities at least once a week in San Francisco, as needed.

Volunteer Activities  
- Help lead our bi-monthly volunteer Open House to assemble supplies, count inventory, and prepare distributions.  
- Maintain strong volunteer relationships through thank you cards  
- Help create a positive and safe environment for volunteers.

Hygiene Distribution Programs  
- Update Hygiene Bank Map with new locations and information  
- Help lead Public Hygiene Bank Markets to distribute supplies to the community

Social Media, Communications:  
- Participate in creating content for Facebook, Instagram, LinkedIn, and Twitter.

Qualifications/Skills Required:  
- Proficient in Google Suite  
- Must be able to lift 30-40lbs.  
- Must be able to work efficiently and effectively from a home office as well as in a team environment.

To Apply: Please send resume to admin@simplythebasics.org. Include the following in email: "Why does the Mission of Simply the Basics matter to you?"

It is the policy of Simply the Basics to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Simply the Basics actively prohibits any such discrimination or harassment.