



Volunteer Management Intern

Have a knack for bringing a plan together? Have great organizational skills? You should apply for our Volunteer Management Internship! The Volunteer Management Intern will assist with the recruitment and management of volunteers in order to aid us in our mission to eliminate sub-standard housing.

What You'll be Doing:

- Work with the Volunteer Coordinator to build strategic relationships, conduct a variety of outreach activities, and recruit volunteers
- Research, develop, and maintain lists of potential volunteer groups and individuals
- Respond to volunteer inquiries, providing information about Habitat Denton and specific volunteer roles and opportunities
- Assist with data entry and ensure data quality of volunteer statistics in Giveffect CRM software
- Provide staff support and other administrative duties as needed

What You'll Take Away:

- Data gathering and analysis skills
- Experience using comprehensive CRM software
- An inside peek at what goes on "backstage" in a nonprofit organization

Who/What We're Looking For:

- Good work ethic and the ability to represent Habitat Denton in a professional and positive manner is a MUST
- Enthusiasm for the mission of Habitat for Humanity of Denton County and the families we serve
- Undergraduate/graduate student or recent graduate seeking relevant experience in human resources, public relations, communication, or a related field, preferred
- Strong presentation and organizational skills
- Superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents (sponsors, volunteers, partner families)
- Excellent written and verbal communication
- Self-starter who takes initiative in tasks

**For more information or to apply, email your resume and cover letter to
TiffanyYoungblood@hfhdentoncounty.org**

Habitat for Humanity of Denton County is a 501(c) non-profit organization and an Equal Opportunity Employer. All internships are unpaid.