



Job Title: Volunteer and Donor Engagement Intern

Employment Type: Unpaid (Volunteer)

Schedule: Part-Time/Seasonal; 10-12 hours per week; Hours are varied and flexible.

General Function: The Volunteer and Donor Engagement Intern is responsible for assisting the administrative staff with maintaining and growing an engaged volunteer and donor base within Habitat for Humanity of Boone County.

Reports to: Volunteer/Development Coordinator

Required Education: High school diploma or equivalent; currently working toward undergraduate or graduate degree.

Responsibilities:

The following functions describe the essential functions of this role. Other additional related duties may be assigned from time to time.

1. Organize fall/winter volunteer appreciation event.
2. Assist with various administrative tasks, including, but not limited to, data entry, sending donor mailings, and creating spreadsheets.
3. Create volunteer-focused content for social media channels.
4. Create volunteer orientation video.
5. Assist with creating quarterly newsletter and capital campaign updates.
6. Recruit new volunteers to the ReStore.
7. Assist with checking in volunteers at build site.
8. Assist with planning spring fundraiser.
9. Assist with creating and executing Giving Tuesday campaign.
10. Other duties as assigned.

Requirements:

- Exceptional organization, communication, attention to detail, and interpersonal skills.
- Passionate about HFHBC's mission and vision.
- Ability to think creatively and problem solve effectively.
- Determination and willingness to develop new skills.
- Basic knowledge of Google Workspace and Canva preferred.
- Must be 18 or older and have a valid driver's license and reliable transportation.

The HFHBC office is located at 10650 Andrade Drive, Zionsville, IN, and our build site is located at 1320 S. East St., Lebanon, IN.

Organization Overview:

Habitat for Humanity of Boone County (HFHBC) is a faith-based nonprofit organization serving individuals and families facing housing instability. HFHBC's mission is to bring people together to build homes, communities, and hope.

Since 1984, HFHBC has been offering a hand up not a hand out enabling our partner families to achieve pride in home ownership working side by side with volunteers to build houses. We have built 70 homes and helped over 200 hard working adults and children with their dream of housing stability.

To apply, please email your resume and cover letter to Jess Lazarz at jlazarz@boonehabitat.org. No phone calls please.