



Community Engagement Intern

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

The Community Engagement Intern will report to the Volunteer Manager to run and maintain the Volunteer Department at A Precious Child. Working to fulfill the organizations missions and goals the Community Engagement Intern will work on a variety of tasks to ensure this success. This position will be responsible for assisting with volunteer outreach and recruitment, onsite volunteer operations including running volunteer check in, volunteer training, special event volunteer coordination, volunteer appreciation events and administrative and data entry work.

Reports To: Volunteer Manager

Hours: At least two shifts a week with a minimum time commitment of 8-10 hours a week.

Areas of Responsibilities:

- Work with the Volunteer Manager to execute department plans and objectives.
- Assist Volunteer Team with volunteer outreach and recruitment efforts.
- Represent A Precious Child at tabling events.
- Researching new places to post online opportunities or speak to individuals about volunteering.
- Helping Volunteer Team run volunteer check in and check out of volunteer shifts throughout the day.
- Assist with coordination, management and training of special event and seasonal volunteers.
- Work with Volunteer Team to set up and run Volunteer Orientations.
- Assist with new volunteer onboarding's in all departments.
- Assist with data entry projects as needed.

Experience & Qualifications

- Passion for A Precious Child and our mission.
- High school diploma is preferred.
- Strong computer skills with an understanding of Microsoft Office (Word, Excel, and PowerPoint, and Outlook)
- Organized and detail oriented.
- Personable, high energy and willingness to talk to new people.
- Willingness to take initiative.
- Self-motivated individual with a positive attitude and wiliness to be flexible with tasks.

- Occasional physical work is required. The ability to lift and move at least 30lbs and work in a standing position for a period of time.

Compensation: This is an unpaid internship but we encourage you to use this internship for course credit or to seek work-study grants through your university if that is an option for you.

To Apply: Please email a resume and cover letter to our Volunteer Manager Joshua Walsh at Joshua@apreciouschild.org Please put "Community Engagement Internship Application" in the subject line.