



Empowerment Center Internship

A Precious Child is a 501(c)(3) nonprofit organization providing children in need with opportunities and resources to empower them to achieve their full potential.

Description: A Precious Child seeks a dynamic, motivated individual to assist with day-to-day interactions with clients and work alongside our Empowerment Center Team. This team is dedicated to the care and services of our clients. Our team works to provide a holistic experience using resource navigation to cover any needs a family may have.

Responsibilities:

- Serve as a main resource for all incoming calls in a timely and polite manner.
- Welcome clients/donors/potential volunteers and refer to appropriate staff person as necessary.
- Assist clients and agency partners by providing resource and referral information for services.
- Maintain ongoing client communication.
- Ensure smooth transition between client/agency partner intake and client/agency partner shopping experience.
- Assist clients and agency partners with scheduling appointments
- Support agency partners and input and update their information in the database as well as any additional paperwork
- Responsible for daily appointment and event reminder calls.
- Complete data entry tasks with accuracy and attention to detail into our client database.
- Provide support to volunteers, as assigned.

Qualifications:

- Undergraduate or graduate student working toward a degree with an interest in non-profit development or customer service.
- Bilingual in Spanish preferred but not required.
- Excellent oral and written communication skills.
- Professional demeanor and phone etiquette.
- Must be computer literate, including internet research experience, and proficient with social media
- Previous intern experience with fundraising or event planning is a plus
- Ability to communicate eloquently with press and community contacts
- Self-motivated, good organizational and interpersonal skills, and detail-oriented individual who can prioritize tasks and meet deadlines
- Enthusiasm for the mission of A Precious Child and the children and families we serve.

Start Date: Position open until filled. Minimum 3-month commitment.

Hours: Minimum 10 hours/week. Must commit to a minimum of two days in the office each week.

How to Apply: Please send cover letter and resume to Joshua@APreciousChild.org