



Empowerment Center Internship Description:

About A Precious Child

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.

Internship 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;
- Ability to communicate eloquently with 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.

Compensation: This position is an unpaid, academic internship.

How to apply: Please send a cover letter and resume to YvetteRedwood@apreciouschild.org, with the subject line Empowerment Center Intern Application.