



Agency Partner 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.

Position Reports to: Programs Coordinator, Sierra Esparza.

Internship Description:

The Agency Partner Intern will be responsible for directly engaging with A Precious Child's agency partners. The internship will build and foster new and current community partners and work diligently to streamline communication, enhance partnerships and maintain accurate data as well as support other program needs.

Responsibilities:

- Support in coordination of all A Precious Child Agency Partners including coordination of new agency partner onboarding and processing paperwork.
- Support in fostering and maintaining relationships with current A Precious Child Agency Partners.
- Will work closely with Empowerment Center team to ensure they have up to date Agency Partner information and Referral Vouchers are printed for them.
- Support Referral Voucher issues and questions from both staff and Agency Partners.
- Update CAPTAIN Database consistently with new Agency Partners.
- Support in coordinating seasonal A Precious Child Agency Partners. This includes processing requests, fulfilling orders and maintaining relationships with Agency Partners for Fill A Backpack, giveSPORTS Equipment Drive and Precious Gift programs.
- Support in coordination of in-kind drive partners for A Precious Child's giveSPORTS equipment drive. Initiate and foster relationships with points of contact at schools, businesses, and leagues.
- Supports Programs team in all aspects of seasonal programs (Fill A Backpack, giveSPORTS equipment Drive and Precious Gift) including volunteer management, distribution of items, and inventory of items. This includes working in a warehouse setting to help fill backpacks, sort holiday gifts, etc.
- Support in all Programs Specific Events such as Sports Skills Camps, Distribution Events, and tabling events.

Qualifications:

- Experienced undergraduate or graduate student in relevant field.
- Excellent oral and written communication skills.
- Self-motivated, good organizational skills, flexibility, collaborative skills, and able to multi-task and works well with people.

- Ability to work with a wide range of people and show sensitivity to individual differences.
- Ability to communicate in a professional manner with other staff members, volunteers, and clients.
- Enthusiasm for the mission of A Precious Child and the children and families we serve.
- Must be able to pass background check.

Hours: Minimum of 10 hours per week.

Compensation: This position is an unpaid internship. Students are encouraged to apply for academic credit.

How to Apply: Please email a resume and cover letter to our Volunteer Coordinator, Yvette Redwood, at YvetteRedwood@APreciousChild.org with the subject line "Agency Partner Internship".