



## **Community outreach intern**

Donation outreach intern, Volunteer outreach intern

### **Internship description:**

Houses into Homes is 501c3 nonprofit organization that provides gently-used beds, furniture, and household items for families and individuals in Johnson County who are exiting homelessness, domestic violence, and other crisis situations. Our mission is to help people feel the comfort of home and to do so in a way that honors their experience and engages them with unconditional positive regard.

We are looking for a community outreach intern to join the Houses into Homes team for the summer of 2024! This internship is not paid but we are happy to work with you to offer class credit for university requirements. The ideal candidate is outgoing, communicative, and creative. Candidates should be enrolled in an undergraduate program in management, marketing, communications, journalism, nonprofit management, social justice, or a related field. This internship provides the opportunity to do work that makes a difference in the lives of hundreds of people every year in the Iowa City area and hone project management, outreach and networking, problem solving, and community engagement skills. The intern will work with a collaborative team of 8 employees and numerous dedicated volunteers. The internship is 6-15 hours per week.

### **Responsibilities:**

- Assist in the management of financial and furniture donation, ensuring that donations and donor information are properly tracked
- Develop and lead volunteer and donor appreciation programs
- Assist with and innovate fundraising initiatives
- Assist with volunteer recruitment from local businesses, universities, and community groups.
- Help to ensure volunteer management from sign-up and scheduling to collecting feedback from volunteers

### **Qualifications:**

- Enrolled in an undergraduate program in management, marketing, communications, journalism, nonprofit management, social justice, or a related field
- Excellent verbal and written communication skills
- A desire to develop an understanding of the organization's systems and processes.
- Eager to take initiative on recruitment of volunteers in the community.
- Thoughtful and friendly with volunteers, donors, and recipients

### **Benefits of this internship:**

- You will contribute meaningfully to the well-being of your community and have a unique opportunity to meet and impact those with whom you share your community.
- Develop project management, outreach and networking, problem solving, and community engagement skills.



- Receive frequent feedback from the co-founded of Houses into Homes.
- You will have the opportunity to provide feedback on the systems and processes of Houses into Homes and propose improvements.