



Intern Position Description

Position Title: Christmas Wish Project Intern

Location: 4152 Canal Street, New Orleans, LA 70119, occasional travel for events

Time Commitment: 5-10 hours a week for 12 weeks.

General Focus: Project Management, Event Planning

Specific Tasks:

- Provide administrative support for the Community Outreach Coordinator through the duration of the Christmas Wish Project (October – December).
- Assist with the back end support, planning and execution of getting 1,500 individuals served by Volunteers of America adopted through a network of local donors.
- Assist with the planning and execution of 14 Christmas Wish parties.
- Special projects and other duties as assigned, including providing administrative support for Development department and event steering donors and programs as needed.

Goals: By the end of the internship the student will have assisted in the execution of filling 1,500 Christmas Wishes for vulnerable populations in the Greater New Orleans area. The intern will also gain a great deal of experience and insight in data management and the importance of attention to detail in the upkeep of donor information.

Training: There will be training led by the Community Outreach Coordinator and experienced Volunteers of America staff.

Requirements:

- High school diploma – some college experience
- Reliable personal transportation
- Clear background check

Helpful Skills: The ideal candidate will be proficient in Microsoft Word, Excel, and Outlook. Nonprofit experience a plus. Ideal candidate will also possess good oral and written communication skills; organizational skills; the ability to multi-task; the ability to think clearly, logically, and with sound reasoning; and some knowledge of developing and implementing intervention goals and objectives. Attention to detail is of the utmost importance to this position.

Contact: Victoria King, Community Outreach Coordinator at vking@voasela.org or (504) 486-8699 to apply.