



Intern Position Description

Position Title: National Volunteer Network Internship

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

Time Commitment: 15 weeks, February 2019 – May 2019

General Focus: Project Management, Event Planning, Data Collection and Analysis

Specific Tasks:

- Provide administrative support for the Community Outreach Coordinator through the duration of the spring semester (January-May).
- Assist with the back end support, planning and execution of creating a National Volunteer Network between the Volunteer Managers of 31 Volunteers of America affiliates across the country.
- Create and administer a survey on each of the 31 volunteer programs for analysis.
- 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 creating a national volunteer network between the 31 affiliates of Volunteers of America, Inc. The intern will also gain a great deal of experience and insight in data management and nonprofit administration.

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.