Project Angel Heart
Volunteer Resources Intern Position Description

Reports to: Manager of Volunteer Resources
Position Status: Intern
Schedule: Up to 20 hours per week, Monday – Friday, with occasional evenings and weekends

Position Summary: Will work directly with the Manager of Volunteer Resources to assist with planning, implementing and managing aspects of a large, multi-faceted, and successful volunteer program. This is a fast-paced, multi-tasking position that requires a self-directed, reliable individual with a wide variety of skills. Majority of time will be spent in the Denver/Boulder Metro area with scheduled times in the Project Angel Heart office in Denver. This position is unpaid, however, may qualify for earning academic credit pending university approval.

Position Benefits: Project Angel Heart offers the opportunity for an intern to learn volunteer management skills through hands-on experience, supervision by experienced leaders in the volunteer management industry. Previous interns have gained the experience of working in a fully functioning non-profit, oversight and collaboration with volunteer groups, the value of volunteer service as it pertains to the completion of Project Angel Heart's mission, how to effectively manage volunteers, training and experience with industry-favored software and connection to a mission that impacts a large part of the Denver Metro community. Project Angel Heart's interns are key team members, and so 80% of the work assigned will be of substantive educational basis with no more than 20% of work being administrative/clerical in scope. Volunteer Resources Interns will also receive one complimentary event ticket, as well as reduced event admission for one guest, for Project Angel Heart signature events that occur in the semester directly following their internship period.

Essential Duties/Responsibilities Include:

- Assisting with volunteer trainings, orientations
- Assisting with preparing and planning for volunteer appreciation events
- Scheduling and managing volunteers and groups
- Assisting to write a weekly electronic newsletter
- Creating and sustaining relationships with corporate and community partners and volunteers
- Working with Project Angel Heart staff to represent the organization in the community at events, presentations, fairs, etc.
- Assisting to coordinate volunteer needs and logistics for events
- Performing administrative assignments to support the Volunteer Resources Team
- Adhering to timelines and deadlines
- Other assignments as needed

Required Qualifications:

- Current Sophomore, Junior, Senior or Graduate-Level Student
- Minimum 2.5 GPA
- Majors in Non-Profit Business Administration, Management, Marketing, Public Relations, Communications, and Advertising preferred, but all majors will be considered
- Interest in the volunteer management industry
- Excellent customer service and interpersonal skills including telephone skills
- Detail-oriented and accurate
- Computer proficient; prefer extensive experience with Microsoft Office
- Dependable
- Good oral and written communication and organizational skills
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Ability to balance, prioritize, and perform multiple tasks

Skills Gained Through Internship:

- Strengthen professional oral and written communication skills
- Experience collaborating with various staff and committees
- Gain experience with non-profit terminology and donor databases
- Learn to cultivate positive relationships with volunteers, donors, vendors, fellow staff, etc.
- Gain the ability to balance, prioritize, and perform multiple tasks
- Real-world volunteer management experience in the non-profit sector, supervised by a leader in the industry

Application Procedure:

Please send a cover letter and resume to smohler@projectangelheart.org or via mail to Project Angel Heart, Attn; Sarah Woolverton-Mohler, 4190 Garfield St Unit 5, Denver, CO 80216.