



## Fellowship Square

**Organization:** Fellowship Square Foundation

**Position Title:** Intern, Volunteer Coordination

**Status:** Part-Time

**Hours Details:** Flexible Hours, between 12-20 hours/week (fall, winter, spring) minimum of 20 hours/ week (summer)

**Pay Details:** Unpaid position; college credit and limited stipend may be available

**Location:** Reston, VA

**Supervisor:** Volunteer Coordinator

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual to support our volunteerism efforts. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, volunteer recruitment and management.

### **Job Responsibilities:**

- Assist in recruiting and managing volunteer groups for FS activities.
- Promote and market volunteer opportunities via social media, email marketing, direct marketing.
- Assist in creation and production of collateral materials promoting FS volunteer opportunities.
- Update FS website with information related to volunteer opportunities.
- Assist with tracking hours of volunteer groups and individuals.
- Collect pictures, quotes and testimonials from volunteers on their experience.
- Create and mail Thank You letters to volunteers.
- Assist with volunteer recognition activities, awards and events.
- Document volunteer program procedures and policies.
- Plan and assist with implementing an in-kind donation drive.
- Attend and assist with all Fellowship Square and community outreach events.
- Research opportunities to promote FS to local companies that have volunteerism as a top priority for its employees.
- Add FS volunteer opportunity info to community calendar postings and other free online listings.
- Assist with FS's communications and social media activities including emails, newsletters and seeking opportunities to expand current social media activities.

### **Qualifications:**

- Display a can-do attitude and provide excellent customer service
- Adept personal computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress and Adobe Photoshop a plus
- Communicate clearly and effectively through writing and speaking

### **Expectations:**

The intern will be expected to keep a consistent, though flexible, schedule. The intern may be asked to attend off-site meetings so transportation is important. The intern should be able to successfully communicate with people from various backgrounds and cultures. Organizational, interpersonal, verbal and written communications skills, strong attention to detail, ability to multi-task, prioritize and exercise good judgement are important skills.

**To Apply:** Send cover letter and resume to [info@fellowshipsquare.org](mailto:info@fellowshipsquare.org).