



Fellowship Square

Organization: Fellowship Square Foundation

Position Title: Intern, Volunteer Coordinator

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: Director of Fundraising

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 Fellowship House 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
- Create and maintain master list of individual and groups who have volunteered at Fellowship House
- Track hours of volunteer groups and individuals
- Collect pictures, quotes and testimonials from volunteers on their experience
- Create and mail Thank You letters to all volunteers
- Track individual volunteer activities in FS's donor management software, DonorPerfect
- Attend events to promote FS volunteer opportunities
- Research opportunities to promote FS to local companies that have volunteerism as a top priority for its employees
- Assist with volunteer recognition activities, awards and events
- Update FS website with information related to volunteer opportunities
- Add FS volunteer opportunity info to community calendar postings and other free online listings
- Assist at all community outreach events

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.