

Habitat for Humanity of Oshkosh, Inc.

Oshkosh ReStore Marketing Intern Description

Position: Oshkosh ReStore Marketing Intern

Reports to: ReStore Manager

Organization Name: Habitat for Humanity of Oshkosh, Inc.

Work Schedule: 12-15 hours per week

Wage/Salary: This is an unpaid internship

Start/End Dates: Spring or Fall Semester (120 Hours) or Academic Year (280 Hours) Summer Availability

Habitat for Humanity of Oshkosh Mission Statement:

Habitat for Humanity brings people together to build homes, communities, and hope. The ReStore supports this mission.

Position Description:

Student Intern will assist in supporting Oshkosh ReStore – sales, volunteerism, and customer experience. An intern would assess the current marketing efforts, suggest, and implement new strategies aimed at increasing community knowledge and support of Habitat Oshkosh ReStore.

Duties and Responsibilities:

Responsibilities:

- Design creative and authentic social media posts and maintain an engaged presence across a variety of social media platforms.
- Create marketing materials including flyers, door hangers, thank you cards, or other physical items in accordance with the intern's marketing strategy.
- Assist in creatively recruiting volunteers and donors.
- Understand Habitat's mission and be able to accurately represent program goals and requirements in marketing efforts.
- Coordinate with the Habitat Affiliate Marketing intern for a united approach to organization wide marketing.
- Network with a variety of human services organizations in Oshkosh.
- Work with staff to promote special events.

This intern may have the opportunity to be part of the following, based on the individual's skills, knowledge and interest:

- Board of Directors meetings
- Plan and implement fundraising events
- Research and apply for funding through grants
- Work with Habitat staff to determine volunteer needs
- Communicate regularly with volunteers through phone calls, emails, social networking sites and newsletters
- Research and conduct outreach to community organizations, colleges and corporations with volunteer initiatives to coordinate volunteer involvement
- Collect and manage feedback regarding volunteers and volunteer activities. Share feedback with staff to make improvement in volunteer process

Qualifications:

Applicants should be looking for a broad opportunity to learn diverse skills from a non-profit organization. They should be comfortable with networking and fundraising.

- Excellent written and verbal communication skills
- Good computer skills and ability to navigate social media
- Attention to detail and ability to work both independently and as part of a team
- Good interpersonal skills and the ability to work with diverse populations

Desired Skills/Experience:

- Experience working with working class families
- Knowledge of local community resources
- Strong organizational skills
- Ability to work independently and multitask
- Proficient in Microsoft Office

Hours: Flexible schedule to meet the needs of intern and agency. HFHO ReStore hours are Tues-Sat 10am-6pm with occasional evenings and weekend hours.

Application Instructions

Send cover letter and resume to Anne Van De Hey ahey@habitatoshkosh.org

Job Title: Oshkosh ReStore Marketing Intern