

Habitat for Humanity of Oshkosh, Inc.

Habitat Oshkosh Intern Description

Position: Habitat Oshkosh Intern

Reports to: Family Services Manager

Organization Name: Habitat for Humanity of Oshkosh, Inc.

Work Schedule: 12-15 hours per week

Wage/Salary: This is an unpaid internship (stipend possible pending grant funding)

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

Habitat for Humanity of Oshkosh Mission Statement:

Habitat for Humanity brings people together to build homes, communities, and hope.

Position Description:

Student Intern will assist in supporting Habitat Oshkosh programming including the Home Buyer Program, Rock the Block and fundraising efforts including HFHO's annual event, Home is Where the Heart is.

Duties and Responsibilities:

Responsibilities:

- Assisting in the planning and event preparation for Home is Where the Heart is.
- Prepare supplies and inventory for Oshkosh Rock the Block.
- Assist in creatively recruiting qualified applicants as Habitat for Humanity partner families
- Explain Habitat's homeowner requirements
- Assist families in understanding applications, financial counseling, and homebuyer education courses
- Maintain contact with family during the construction process and beyond
- Network with a variety of human services organizations in Oshkosh
- Work with staff to plan special events
- Assist with other projects including general office work, answering the phone, greeting visitors, data entry and filing as needed by the agency and to meet the goals and interests of the intern.

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
- Write and design newsletters
- 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.

- Able to attend Home is Where the Heart is Thursday February 25th from 5 to 8pm.
- 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 Affiliate office hours are Mon-Fri 9am-5pm with occasional evenings and weekend hours.

Application Instructions

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

Job Title: HFHO Affiliate Intern