



INTERN WANTED

WE ARE SEEKING AN INTERN TO JOIN OUR TEAM!

FOSTER PANTRY IS A VOLUNTEER RUN NON-PROFIT ORGANIZATION THAT PROVIDES CLOTHING, SHOES, AND OTHER ESSENTIAL ITEMS TO CHILDREN IN FOSTER CARE. OUR INTERNS WILL HAVE THE OPPORTUNITY TO GAIN VALUABLE EXPERIENCE IN THE NONPROFIT SECTOR, WHILE ALSO MAKING A DIFFERENCE IN THE LIVES OF CHILDREN IN NEED.

THIS IS AN UNPAID VOLUNTEER POSITION

MUST HAVE THE AVAILABILITY OF AT LEAST 4 HOURS PER WEEK, UP TO 8 HOURS - WITH BOTH IN OFFICE AND REMOTE WORK

SUMMER - THROUGH AUGUST 5TH

FALL - AUGUST 28TH THROUGH DECMEBER 8TH

DATES FLEXIBLE

RESPONSIBILITIES

- RESEARCH AND COMPILE RESOURCE INFORMATION INTO A BINDER FOR CAREGIVERS
- SORT, ORGANIZE, AND PUT AWAY DONATIONS
- OFFICE COVERAGE FOR PICKUPS AND DROP OFFS
- HELP WITH PLANNING OF EVENTS
- MANAGING VOLUNTEERS
- PARTICIPATE IN OTHER SPECIAL PROJECTS AS NEEDED
- MAINTAIN THE HIGHEST LEVEL OF CONFIDENTIALITY

QUALIFICATIONS

- AT LEAST 18 YEARS OF AGE OR OLDER
- BACKGROUND CHECK WILL BE REQUIRED
- STRONG ORGANIZATIONAL AND TIME MANAGEMENT SKILLS
- ABILITY TO WORK INDEPENDENTLY AND AS PART OF A TEAM
- EXCELLENT CUSTOMER SERVICE SKILLS
- A PASSION FOR HELPING OTHERS

IF YOU ARE INTERESTED IN THIS INTERNSHIP, PLEASE SUBMIT AN APPLICATION AT WWW.FOSTERPANTRY.ORG/JOINUS