

## JOB DESCRIPTION

<b>CLASSIFICATION:</b>	<b>Intern</b>
<b>POSITION:</b>	<b>Growth Strategies Intern</b>
<b>EMPLOYMENT STATUS:</b>	<b>Volunteer</b>
<b>SUPERVISOR:</b>	<b>Manager of Growth Strategies</b>
<b>ALIGNS CLOSELY WITH:</b>	<b>Outreach Manager/Program Assistant</b>

### **FUNCTION:**

The Intern for the Growth Strategies Department of Shared Hope International (SHI) is responsible for supporting Growth Strategies Department by performing support duties and attending community events. The intern will also complete various projects and carry out research as needed.

### **ESSENTIAL DUTIES:**

1. Supervised by the Manager of Growth Strategies, and works closely with the Outreach Manager, and Program Assistant on miscellaneous tasks, including research, reporting, phone calls, and more
2. As a trained Ambassador, represents SHI at CSEC Meetings held at the local YWCA and other community groups as requested.
3. Arrange for resource booth to be set up upon request and work with local Ambassadors to fill time slots
4. Reengage Ambassadors applicants who haven't finish their training
5. Reengage Ambassadors who aren't actively reporting events
6. Update Salesforce with new email address information received-(bounced emails, etc.)
7. Inputs and maintains data using Salesforce
8. Volunteers as needed and requested at events representing SHI
9. Assist with major community events when requested Performs other duties as assigned by supervisor

### **QUALIFICATIONS:**

1. Self-motivated and capable of working independently and on a deadline.
2. 3-4 month time commitment (flexible hours).
3. Able to work on a team as a trustworthy member.
4. A positive and pleasant "can-do" attitude.
5. A passionate concern for women in crisis and the eradication of sexual slavery.
6. High School diploma minimum.
7. Excellent written and oral skills.
8. Proficient level of computer skills including Microsoft Word, Excel, and Outlook. Preference given to Salesforce familiarity.
9. Strong organizational skills, attention to detail and critical thinking skills.
10. Ability to manage various projects simultaneously.

**PREFERRED SKILLS (NOT REQUIRED):**

1. Graphic design

**ABILITIES:**

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand and arm movements
3. Ability to lift 25 lbs.
4. Talking/giving verbal instructions in close range and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and problem solve

**LOCATION:** SHI Headquarters in Vancouver, WA.

**DISCLAIMERS:**

1. This is a volunteer position at SHI. *This internship description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

**TO APPLY:**

Qualified candidates should email the following to [stacy@sharedhope.org](mailto:stacy@sharedhope.org):

- **Cover letter**
- **Resume**
- **List of three (3) professional references with contact information**

**Interviews of all candidates will be in-person at the Vancouver, Washington Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.**