

JOB DESCRIPTION

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| CLASSIFICATION: | Intern |
| POSITION: | Growth Strategies Intern |
| EMPLOYMENT STATUS: | Volunteer |
| SUPERVISOR: | Coordinator of Advocacy |
| ALIGNS CLOSELY WITH: | Growth Strategies Department |

FUNCTION:

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

ESSENTIAL DUTIES:

1. Processes the emails and applications from Ambassador and Defender applicants
 - a. Input Ambassador applicant information into Salesforce and assign them to training
 - b. Process new Ambassadors in Salesforce and send them welcome email with personalized certificate
 - c. Reply to and input Ambassador Event reports into Salesforce
 - d. Print and process Defender applications in Salesforce
2. Maintains awareness@sharedhope.org email by responding via email to general inquiries from the public and Ambassadors
3. Helps fulfill Ambassador and Defender requests in regards to applications, training and mailing resources.
4. Works closely with the Coordinator of Advocacy on miscellaneous community outreach tasks, including research, mass emailing, reporting, phone calling, and more
5. Volunteers at events (as requested) representing SHI, shadowing and supporting the Coordinator of Advocacy. This includes the local CSEC task force meeting held at the YWCA.
6. Assist with ongoing, end of the year and summer call campaigns as needed.
7. Inputs and maintains data using Salesforce
8. 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 kelly@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.