



Intern Job Description

Position: Human Talent and Resource Coordinator or Non-Profit Management

Company: Community Emergency Assistance Program (CEAP)

Status: Monetarily Unpaid Internship

Summary: Every year, CEAP enlists hundreds of volunteers in skilled volunteer positions. The Human Talent & Resource Coordinator assures candidates are appropriately interviewed and placed into a volunteer position that best suits their preferences and strengths for a highly positive volunteer experience. This position will also research and launch new and strategic programs to engage volunteers in innovate ways. Activities include but are not limited to, project management, research, program design, policy development, analytical work and evaluation. Position entails strong written communication skills, creative thinking, autonomy, innovation, customer service and a very collaborative attitude.

Major Responsibilities & Activities:

- Develop an understanding of CEAP volunteer positions that are open for recruitment
- Provide first point of interaction for individuals and groups looking to volunteer with CEAP
- Through emails and conversations, conduct matching and placement functions for volunteer candidates
- Assist departments in the onboarding and orientation of new volunteers
- Work with staff to launch a lead/trainer volunteer program
- Create brand ambassador program for volunteers to conduct outreach on behalf of CEAP
- Observe volunteer positions and write job descriptions for recruitment and outreach
- Complete miscellaneous data management tasks in the volunteer database, including a new scheduling system

Learning Objectives:

- Develop knowledge of basic HR practices in the early stages of the hiring process
- Develop skills to conduct interviews (be on the side of giving an interview)
- Establish understanding of basic volunteer management functions and practice management skills
- Gain experience in collaboration and professional communication
- Receive guidance and feedback in resume and cover letter writing, networking, interview skills and partake in other professional development opportunities such as workshops and trainings

Position Requirements:

- Comfortable working with and approaching individuals of all ages and diverse backgrounds
- Personable and comfortable speaking in front of groups and individuals
- Creative, well-organized and detail-oriented
- Reliability, punctuality, accountability
- Demonstrated experience working with the public or in a customer service role
- Experience volunteering as part of school, community, faith-based organization or personal interest

Time Requirements and Schedule:

- **Total Time Requirement:** 10-12 hours per week
- **Project Start and End Date:** Spring 2020
- **Schedule:** Flexibility during hours of 8:00-4:30 Monday-Friday, with occasional evenings for special programs
- **Work Site:** Mostly at CEAP with possibility of other sites within the surrounding communities

To apply, please send your resume and a couple sentences explaining your interest in this position to volunteer@ceap.com .