



Volunteer Position Title: Donations Coordinator Intern (Paid)

Department: ReStore

Training and resources: Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of Habitat ReStore. They will then be familiarized with ReStore's current phone and email donation system as well as our donation policy.

Time commitment: 20-30 hours per week in the store required.

Benefits: The volunteer will learn about Habitat for Humanity's mission of building simple decent affordable housing. S/he will: a) learn ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on, retail experience, and d) help increase sales by scheduling and soliciting donations.

Position requirements: The ideal intern will possess organization and planning skills to effectively and efficiently schedule pickups to maximize the ReStore's resources for donation collection. Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) be comfortable speaking with donors, d) commit to at least 20-30 hours on site each week, e) have a flexible schedule, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, and h) be proficient in Microsoft Word and Outlook.

Job description: The Donations Coordinator Intern will support ReStore staff by contacting potential ReStore donors, answering phone calls, scheduling pickups, thanking donors, and performing administrative activities that will help increase efficiency. This internship will provide hands on retail experience and will help forge invaluable relationships with individuals interested in donating to ReStore.

To apply: Please submit the following information via e-mail to adeela.abassi@habitat-mc.org.

resume cover letter three references an email clearly stating your interest and skills

Deadline: Open

For more information: Please contact Adeela Abassi, ReStore Manager, at (301)990-0014x16 or by email at adeela.abassi@habitat-mc.org.

HFH-MC supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.