

Misericordia Foundation
Development Intern, Volunteer Office
Summer Term

As a Volunteer Office intern at Misericordia, students will assist in the following areas:

- Assisting current Coordinator with the Volunteer Program, including recruiting, placement and management of volunteer database
- Assisting with and conducting campus tours

Responsibilities and Tasks

- Assist with various mailings concerning volunteer opportunities
- Assist with the upkeep of the volunteer database
- Assist with creating and maintaining volunteer signups for various volunteer opportunities
- Cataloging and organizing volunteer event supplies
- Assist with general day-to-day operations within the Development Office
- Other duties as assigned and needed

Students will report to Paul Schwartz, Volunteer Coordinator. Students will also work closely with various other members of the Development team. The ultimate goal of this internship will focus on developing skills concerning the various aspects of a volunteer program at a non-profit organization and public relations as they relate specifically to nonprofit development and fundraising. These include but are not limited to: volunteer coordination, writing, volunteer signup software, and other forms of communication.

Qualifications:

- Proficient in the Microsoft Office Suite
- Organized and flexible, willing and able to adapt to new situations
- Strong writing skills
- Interest in nonprofit development
- Comfortable working with persons with developmental disabilities

**Please note that this is an unpaid position, however students that secure this internship will receive a \$2,000 stipend from JCU.*