



INTERN JOB DESCRIPTION

FLSA CLASSIFICATION: Volunteer

EMPLOYMENT STATUS: Volunteer

WORK HOURS: 10-20 hours per week. Days and schedules may vary.

REPORTS TO: Day Center Manager

REVISION DATE: May 2023

SUMMARY

Family Housing Network is growing significantly. The Intern position will assist the agency with projects and assist with the day-to-day operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Light bookkeeping and administrative duties.
- Provide resources to guests.
- Cover a variety of day center hours to maintain coverage.
- Assist potential guests with prescreens and intake procedures.
- Assist with communication efforts for programs.
- Assist with marketing and community engagement activities.
- Contribute to overall development of agency's goals and take on other duties, as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Sensitivity to families in trauma and crisis.
- Customer service skills including empathetic phone presence.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Organize material and present information clearly and concisely in verbal and written form.
- Computer skills, inputting and formatting.
- Accomplish assigned workload in a timely manner.
- Establish and maintain effective working relationships with other staff, and outside agencies.
- Experience in a nonprofit agency or a public human services agency is preferred.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

CONDITIONS OF EMPLOYMENT

- Must possess a valid, current drivers' license and means of transportation for business.

WORKING CONDITIONS

The Administrative Assistant position consists of primarily administrative work, however, requires occasional manual work during events and resource drives.

- Ability to use computers and look at monitors for up to 6 hours per day
- Ability to use hands and fingers and have good manual dexterity
- Ability to sit or stand for up to 8 hours per day
- Ability to stoop, kneel, reach, and bend at the waist
- Ability to walk up stairs regularly throughout an 8-hour shift
- Ability to walk on uneven surfaces
- Ability to communicate professionally via email, phone, text, and social media channels

EEO STATEMENT

FAMILY HOUSING NETWORK provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, hairstyle historically associated with race, or any other protected characteristic applicable under federal, state, and local laws.

AT-WILL EMPLOYMENT

All employment with FAMILY HOUSING NETWORK is voluntary and is subject to termination by you or FAMILY HOUSING NETWORK at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, FAMILY HOUSING NETWORK will continue your employment for any set period of time.

ADDITIONAL DUTIES

Please note that this job description is not a comprehensive list of activities, duties and responsibilities that are required of this position. Duties, responsibilities and activities may change at any time with or without notice with direction from FAMILY HOUSING NETWORK.

Employee signature below constitutes employee's understanding of the requirements, essential function and duties of the position.