

Habitat for Humanity Morrison County Intern Job Description

Reports to: Habitat for Humanity of Morrison County Executive Director

Basic Function: The Intern will support the Habitat for Humanity of Morrison County's mission to advance affordable housing, Serving God, Building Homes, Building Community. Its vision is for everyone to have a decent place to live. The Internship will include a combination of office administration tasks, fundraising tasks, social media connections and management, website management and content along with general program support.

Case Management Tasks and Major Responsibilities:

- a. Complete the training and orientation materials to become familiar with the organizational mission/vision, structure, and programs as well as housing best practices and area resources.
- b. Maintain an efficient work environment that reflects positively on HFHMC.
- c. Manage the delivery of activities in accordance with the mission and the goals of the organization.
- d. Schedule and assist in soliciting volunteers for the build with direct line to the construction manager.
- e. Identify any unmet program need or project within the agency.
- f. In coordination with the Executive Director, assess the project goals, objectives, and tasks.
- g. Research potential foundation funders for project using both online tools and Minnesota Council of Nonprofits publications.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. This position is up to 640 hours in total – 10-15 hours weekly. It is a paid internship at \$12.75/hour.

1. Passionate about the mission and vision of Habitat for Humanity and building community by working together.
2. Completing a degree in post-secondary education.
3. Some knowledge of community resources.
4. Experience working with community members.
5. A strong sense of respect for confidentiality in the workplace.
6. Ability to motivate others towards achieving goals.
7. Good documentation and organizational skills.
8. Demonstrate personal communication abilities to include effective phone skills and communicates effectively orally and in writing.

To apply, send cover letter and resume to info@hfhmorrisoncounty.org.

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