

VOLUNTEER & CLIENT COORDINATION INTERNS

Reports Directly to Arzoo Rohbar & Rona Rohbar

Elena's Light is seeking an outgoing and energetic Volunteer Coordinator Intern to recruit and manage our team of dedicated volunteers! You will be responsible for providing assistance and support to our Volunteer Coordinator and Client Recruiter. You will have a hands-on role in volunteer management and improving volunteer retention practices. You will also be responsible for outreach and relationship building in the refugee and immigrant community to identify women who can benefit from our services.

It takes a competent leader to succeed in this aspect of non-profit management. You should know how to distinguish talent and do everything possible to motivate our volunteers to be professional and active. A huge aspect of this job comes down to your own passion and energy: you need to be able to inspire people to connect with our mission. You must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience.

The goal of this internship is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfillment of our mission. We also want to provide opportunities for hands-on experience with recruitment and resource allocation/management - two critical aspects of non-profit operations.

WHAT MAKES THIS INTERNSHIP SPECIAL?

This internship is a very unique mentorship opportunity for students interested in non-profit management after graduation!

We know your time is precious, and we want you to get the fullest experience possible from working with our organization! Though your specific job reports to our Volunteer Coordinator, there are ample opportunities to collaborate with our other staff members and directors. At Elena's Light, we love innovation and fresh ideas, and we pride ourselves on valuing the input of everyone who works with us. We work very hard to give every member of our organization a seat at the table as we grow and expand, and solicit feedback at all levels of the organization at every chance we get. By working with us, you have the chance to directly shape our future as an organization!

To give you the full Elena's Light immersion experience, in addition to your Volunteer Coordinator responsibilities, we will pair you with one of our clients to serve as an ESL tutor for 2 hours per week. We believe this experience is critical to informing your work at Elena's Light. By getting hands on experience with the day-to-day minutiae of our program, you will gain a better understanding of our overall operations - and can use those experiences to inform your own work!

RESPONSIBILITIES

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules for everyday activities
- Coordinate teams of volunteers for large-scale events
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Insure the purpose of the organization and its actions is clearly communicated
- Assist with the completion of client home-visits
- 2 hours per week of ESL tutoring

REQUIREMENTS

- Reliable transport for ESL tutoring and home safety evaluations
- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Creativity is a huge plus - successful recruitment and retention strategies require you to think outside the box!

TIME COMMITMENT

- minimum of 8 hours per week, 2 hours of which is ESL Tutoring
- Minimum of 1 weekly meeting (via skype or in-person) with your direct supervisor
- Flexible schedule – we are happy to work with you!
- Ample opportunities for telecommuting and working in a virtual-office