

**Qualifications:**

Student of Nonprofit Management, Public Administration, Communications, Marketing, Advertising/PR or related field.

**Summary/Objective:**

Provides support to the Development department with a specific emphasis on the execution of database management, donor stewardship, event logistics and office management.

**Office Location:**

4116 Silver Star Rd. Orlando, FL 32808

**Type:**

Volunteer/part time. Minimum 2 days per week, 4 hours per day

**Skills Required:**

- Excellent written and oral communication skills
- Ability to track and organize multiple projects
- Ability to maintain strict confidentiality
- Self-motivated and takes initiative
- Proficiency with Excel, Word, PowerPoint, and Outlook
- Commitment to excellence, both internally and externally

**Specific Responsibilities:**

- Reports directly to the Assistant Director of Development
- Assists Development team with special event logistics
- Assists Development team with data standardization and data entry of donations and subscriptions
- Assists Development team with mailing and receipting of all donations
- Assists Development team with solicitation of in-kind donations
- Other duties as assigned.

**Habitat for Humanity Greater Orlando & Osceola County** partners with people in the community to build or improve homes. Habitat homeowners help build their own homes alongside volunteers, and pay an affordable mortgage. The program assists Habitat homeowners to achieve the strength, stability and independence they need to build a better life for themselves and for their families.

**To Apply:**

Please send resumes and cover letters to [internship@habitorlandoosceola.org](mailto:internship@habitorlandoosceola.org). All resumes will be reviewed upon receipt.

*HGOO is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*