

Qualifications:

Student of Nonprofit Management, Public Administration, Communications, or related field.

Summary/Objective:

Provides support to the Neighborhood Revitalization department with specific emphasis on the continued progress of Community Development

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
- Attention to detail and highly organized
- Proficiency with Excel, Word, PowerPoint, and Outlook
- Capable of working independently

Specific Responsibilities:

- Reports directly to the Director of Community Impact
- Leads outreach efforts, including door to door appeals, participation in tabling events, makes phone calls to partner organizations and residents, and other outreach activities as needed
- Assists the Director of Community Impact to prepare for events (including but not limited to: organizing material for Community Cleanups, preparing and sending out mailings, and making phone calls)
- Assists the Director of Community Impact with data entry and research
- Support advocacy efforts by researching and creating content for blogs, social media, and newsletters, and staying up-to-date on Florida and US Legislature decisions
- Perform 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. All resumes will be reviewed upon receipt.

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