

Qualifications:

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

Summary/Objective:

Provides support to the Volunteer Department with specific emphasis on the execution of database management, 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
- Capable of working independently
- Self-motivated and self-initiative
- Exhibits a commitment to excellence, both internally and externally
- Ability to stand and be outside for extended periods of time.

Specific Responsibilities/Essential job functions:

- Reports directly to the Volunteer Manager
- Assists Volunteer Manager logistically on Habitat events such as build days
- Assists Volunteer Manager with data standardization and data entry
- 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.

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.