



Position: Recruitment and Training Intern

Description: Voices for Children seeks an intern to assist with volunteer recruitment and training efforts. This position provides an excellent opportunity to gain hands-on experience in various aspects of volunteer recruitment, public speaking, volunteer training and volunteer management while working for a well known community based nonprofit.

Responsibilities:

- Assist in the planning and preparation of in-service training
- Participate in and help coordinate the 30 hour volunteer training program
- Attend and participate in community recruitment presentations
- Assist in the planning of recruitment initiatives
- Assist with volunteer file audits to ensure compliance
- Update and help maintain web based volunteer information database

Qualifications:

- Able to work remotely
- Have strong administrative and organizational skills
- Ability to work with sensitive information
- Be an effective communicator, both written and oral
- Ability to prioritize, multitask and meet deadlines
- Have excellent computer skills with an aptitude to learn new computer programs with ease
- Ability to get things done, remain motivated and be successful with minimal supervision

Hours: 10-15 hours a week. Work schedule is flexible between 8:30 AM - 4:30 PM Monday-Friday with some evening and weekend hours as needed for training.

Compensation: This is an unpaid volunteer internship.

To Apply: Please send a resume and application to Myra Pineda at mpineda@vfcbrasos.org