

## Sacred Heart Center for Poverty Internship Program

**POSITION:** *Social Justice & Community Involvement Intern, Community Engagement Department*

**POSITION SUMMARY:** The community involvement intern will fill a variety of roles in order to support Sacred Heart in its critical role of inspiring the community to unite in ensuring that every child and adult is free from poverty. This position is part of the Community Engagement team and will report directly to Beryl Banks, Community Involvement Coordinator.

**INTERNSHIP BENEFITS:** The community involvement intern will have the opportunity to gain real-world experience in communicating critical messages to various sectors of the community. Interns will develop leadership skills; hone writing and speaking skills; work with a diverse group of individuals, including volunteers, staff, donors, customers, and agency partners. Interns are provided with an agency orientation, weekly supervision and support, and on the job training. *The internship is unpaid.*

### DESCRIPTION OF DUTIES:

- Develop a thorough understanding of Sacred Heart's vision and mission
- Correspond with drive partners over the phone and email to help set up logistics for picking up donations. Keep an updated record of current drives
- Lead and inspire volunteers of various ages with duties that help us fulfill our mission
- Design and implement improvement procedures that will benefit Sacred Heart programs
- Oversee administrative duties including monthly stats, project planning, recognition and retention duties
- Assist with the welcoming and debriefing of volunteer groups
- Lead weekly Volunteer Orientations
- Prepare outreach materials to distribute among our donor and volunteer base
- Serve as a representative of Sacred Heart in the community by attending service fairs and other gatherings where the agency mission can be communicated
- Support Essential Services staff in the pantry and clothes closet on occasion
- Attend weekly seminar cohort.

### POSITION REQUIREMENTS:

- Strong interpersonal skills, compassion, enthusiasm, flexibility, and a can-do attitude
- Ability to multi-task, work under pressure, and deal with ambiguity and the unexpected
- Superior written and oral communication skills
- Attendance at a weekly seminar with other interns in the cohort
- Maintain a regular 12 hours per week schedule
- Ability to work some nights and weekends
- Bilingual in Spanish a plus but not necessary

### TO APPLY:

Interested candidates should submit a cover letter and resume via the Sacred Heart Community Service website [www.sacredheartcommunityservice.org](http://www.sacredheartcommunityservice.org). Please, look for the Internship announcements under the Careers section and follow the corresponding links. For additional information, please visit our website or contact Beryl Banks at [berylb@sacredheartcs.org](mailto:berylb@sacredheartcs.org) or at (408) 775-4642.