

POSITION TITLE: House 2 Home Virtual Furniture Bank Intern

DEPARTMENT: Volunteer Center of Whatcom County

SUPERVISOR: House 2 Home Virtual Furniture Bank Program Coordinator

QUARTERS: One quarter to one year

HOURS AND COMMITMENT: 8 hours a week up to one year

OUR MISSION: *To act as a catalyst for positive change, both in the community and in the lives of the people we serve.*

The mission of House 2 Home Virtual Furniture Bank is to support families and individuals transitioning out of homelessness. To do that we engage donors and volunteers, accepting gently-used furniture and household items from the community for parents, children and individuals who need furnishings to turn their new housing into a home.

POSITION SUMMARY:

This internship position supports House 2 Home (H2H) Program Coordinator to coordinate all aspects of the pickup and delivery process, and to engage community members, donors and volunteers, helping to grow the House 2 Home program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and organize the logistics and communications for weekly pickups and deliveries for furniture donors, H2H clients and volunteer drivers. Assist with furniture pickups and deliveries including driving and lifting/carrying.
- Database entry. Track and record client furniture needs and record customer statistics. Work directly with clients and donors to fulfill needs.
- Maintain Facebook page and social media presence.
- Review current branding/messaging and update for maximum consistency and impact.
- Outreach to increase volunteer and donor base – help with outreach materials, updating volunteer and donor opportunities.
- Research new funding opportunities.
- Compile surveys for customers, donors and volunteers.
- Administrative and other duties as assigned.

DESIRABLE SKILLS:

- Background in Communications, Public Relations, Human Services or related field required.
- Interest in applying learned skills in a hands-on environment
- Interest in volunteerism and homelessness
- Creativity and enthusiasm

- Self-motivation, ability to prioritize and complete tasks independently
- Accuracy and attention to detail
- Ability to lift furniture weighing 30 pounds or more

PHYSICAL REQUIREMENTS:

- Sitting, Standing, Walking, Lifting, Carrying. An ability to move furniture up and down stairs and drive a large truck is required.

VOLUNTEER REQUIREMENTS:

- Background check. Driving abstract.

WORKING CONDITIONS:

- Some work is performed in a fast-paced office environment with frequent interruptions. Driving within the agency's service area for furniture pickups and deliveries is also required.

BENEFITS:

- Valuable experience. An opportunity to make a difference in the lives of families and individuals in your community.

APPLICATION DEADLINE: Open until filled.

TO APPLY: Apply online at <http://www.opcco.org/how-to-help/>, please specify "House 2 Home Virtual Furniture Bank Intern" in the "Special Skills" section of the application.