



Volunteer Coordination Internship

The Volunteer Coordination Intern serves as the “right hand” to the Volunteer Manager. This position provides support to the department by interfacing with volunteers, constituents, performing general clerical duties, and coordinating event logistics. The Volunteer Coordination Intern is likely to work 10-15 hours a week or more. . Please send your resume and cover letter to careers@sdpride.org.

Duties and Responsibilities:

- Utilizes social media to make volunteer announcements
- Coordinates programs and events for volunteers
- Manages and maintains schedules
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution
- Possesses knowledge of various volunteer positions and roles
- Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Files and retrieves documents, records, and reports
- Prepares responses to correspondence containing routine inquiries
- Inventories and orders materials as needed to meet volunteer needs
- Acts as a liaison between volunteers, program staff, managers of other units within the organization, representatives of other organizations, clients, service recipients, elected/appointed officials, and the public
- Must have a flexible schedule and be willing to work some nights and weekends depending on events including Pride weekend.

Education and Qualifications:

- Currently enrolled in an undergraduate degree program at an accredited university
- Familiarity with Google Calendars
- Strong knowledge of social media sites (including, but not limited to: Facebook, Twitter, etc.)
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent verbal and written skills
- Highly organized, detailed-oriented, self-motivated, diligent, flexible, and personable
- Possesses the ability to expedite and follow-up on assigned tasks
- Possesses a high level of discretion, confidentiality, and tact
- Ability to multitask