



of Greater Indianapolis

## ***Volunteer Relations Intern***

### **Position Description**

To advocate and raise awareness for Girls Inc. of Greater Indianapolis through the planning and implementation of volunteer recruitment, volunteer data management, and stewardship.

### **Supervisor: Volunteer Coordinator**

- Full-time       Seasonal       Fall Semester  
 Part-time       Paid       Unpaid       Spring Semester

### **Major Areas of Responsibilities**

#### **Volunteer Recruitment**

- Assist with volunteer recruitment fairs and events within the Indianapolis area;
- Provide assistance with volunteer engagement of current volunteers, and work to re-engaged former volunteers;
- Research and provide suggestions on creative and innovative ways to recruit volunteers through offline and online resources.

#### **Volunteer Data Management**

- Effectively utilize volunteer management database and tools to assist with volunteer data entry consistent with agency policies.

#### **Volunteer Stewardship**

- Research and provide suggestions on creative and innovative ways to celebrate volunteer contributions to the agency;
- Assist with Volunteer Appreciation events and/or any social media recognition for volunteers.

### **Specific Responsibilities of the Position**

- Attend staff and collaborative meetings as pertinent to position;
- Practice responsible stewardship of Girls Inc.'s resources;
- Support the development and implementation of strategic goals and objectives;
- Perform other duties as assigned by Supervisor.

### **Required Knowledge, Skills & Abilities**

- Demonstrated commitment to the mission of Girls Inc. and its constituents;
- Represents Girls Inc. in a professional way in all settings;
- Demonstrates effective interpersonal skills; the ability to establish and maintain effective working relationships; get along with diverse groups of people, be tactful, mature, and flexible;
- Committed to professional integrity and ethics;
- Ability to manage multiple priorities and projects, flexible and adaptable in a dynamic environment.

**Inspiring all girls to be strong, smart, and bold.**

## Education & Experience

- Pursuing or achieved a Bachelor's degree in Nonprofit Management, Philanthropic Studies, or related field;
- Excellent writing, presentation, and verbal communication skills;
- Experience with volunteer recruitment and coordination;
- Experience using CRM systems preferred;
- Reliable and consistent method of transportation.