



HABITAT FOR HUMANITY LAKESIDE OFFICE INTERNSHIP – UNPAID

Overview: The Office Intern at Habitat for Humanity Lakeside will work directly with the Executive Director and Volunteer & Special Events Coordinator to learn the structure of the organization and what it takes to operate a small nonprofit. Students interested in this internship would join the organization for a full quarter, semester, trimester, full school year or full summer internship. By the end of the internship, students will gain an understanding of the various roles, departments and activities that are carried out to fulfill Habitat's mission in Sheboygan County. They will actively shadow employees & meetings, learn department functions and complete weekly projects to support the mission.

Intern Activities:

- Learns the global and local mission of Habitat for Humanity
- Gains an understanding of the programs that Habitat for Humanity Lakeside operates in Sheboygan County including the Home Buyer Program, Home Repair Program, Rock the Block Program and ReStore
- Learns and understands the roles and responsibilities of each employee
- Job shadows within the following departments: Finance/Bookkeeping, Construction, ReStore, Family Services, Lending/Loan Origination, Fundraising, Marketing/Communications and Volunteer Coordination/Recruitment
- Completes weekly data entry into our Volunteer or Fundraising databases
- Generates thank you letters and other letters using mail merges
- Assists with creating and proofing content for our website, newsletter and Facebook pages
- Assists with preparing for special events or large volunteer groups
- Assists with department projects such as filing, completing mailings, collating or sorting materials, researching information, collecting data, and organizing or reorganizing files, storage areas or ReStore departments
- Assists with general office duties including answering phones, greeting visitors and attending staff meetings

Desired Skills & Education

- Minimum age requirement of 16 is required
- Active enrollment at a local high school, college or University is required
- A willingness to learn which means trying new things and being curious enough to ask questions about our mission and processes

Other Requirements

- Pass a criminal background and sex offender registry check
- Reliable transportation to get to and from the internship
- Able to commit to a full quarter, semester, trimester, full school year or full summer internship
- Flexibility to intern at least once per week during normal office hours which include 8:30am-4:30pm Monday-Friday

Students interested in this Internship opportunity should write a letter discussing their background, education and why they are interested in the internship. The letter can be emailed to Sarah Beckman, Executive Director at sbeckman@habitatlakeside.com or mailed to Sarah Beckman, Habitat for Humanity Lakeside, PO Box 973, Sheboygan, WI 53082.