



Transforming Parents' Lives. Improving Children's Futures.

Holiday Shop Intern

Warren Village is looking for a Holiday Shop Intern who is comfortable working events with large groups of volunteers and constituents. Warren Village's 34th annual Holiday Shop is a signature event serving our resident community, comprised of low-income, single parents and their children.

Each year, we take in donations of new gifts for both adults and children which are made available to our families at Holiday Shop. Our families are able to celebrate the holiday season and select gifts for their loved ones, free of charge. In order for Holiday Shop to be a success, the event requires the coordination and management of approximately 500-600 residents and alumni as well as up to 100 volunteers.

Warren Village is a mission driven "learning organization" that is founded on six core values (Collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. We believe in empowerment and that any person, given the right opportunities, can achieve true self-sufficiency. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Job Description – Summary

Essential Duties & Responsibilities:

- Assist the Volunteer Services Coordinator to schedule and manage volunteers.
- Ability to learn our CRM system (RENXT) to ensure accuracy of gift entry and reporting.
- Supervise the delivery and organization of gift donations.
- Transport the donations from Warren Village to the venue (miles will be reimbursed).
- Assist with sign ups and running background checks on volunteers.
- General event preparation and organization.
- Assist with acknowledgements for the help of donors and volunteers following the event.
- Other related duties as assigned by Volunteer Services Coordinator.

Qualifications, Knowledge, Skills, and Abilities:

- Has obtained or is currently pursuing a degree/s in a related subject, and/or has demonstrable and proven skills in relevant areas, or equivalent work experience.
- An interest in working with volunteers and community members, as well as an aptitude for event planning and project management.
- Well organized with demonstrated abilities to manage multiple priorities and programs simultaneously in a fast-paced environment.
- Computer skills and/or quick learning in Microsoft Word, Excel, Outlook, and Abila.

- Strong written, verbal and interpersonal communication skills.
- Responds to external and internal communication in a timely and professional manner.
- Ability to maintain confidence and work well with a variety of constituencies with diplomacy and tact, including colleagues, clients, trustees, donors, students, volunteers and community groups.
- Commitment to Warren Village’s mission and culture.
- Local travel will be required.
- Access to reliable transportation.
- Unassisted lifting of objects in excess of 30 pounds.
- Sitting for extended periods of time.
- Use of office equipment.
- The Holiday Shop Intern will work in an office environment and for the purpose of various functions will regularly work in non-standard workplaces as well.

Benefits of Internship:

- Gain experience with volunteer coordination and in-kind donations.
- Develop your event planning skills.
- Work on a nonprofit development team.

Salaries & Benefits:

\$17/hr. for no more than 117 hours. This is a seasonal position and is not benefit eligible.

Timeframe:

11/08/2021 - 12/17/2021, flexible hours (must be available on 12/10/2021 and 12/11/2021 for Holiday Shop event, more hours allotted in the month of December)

To Apply:

Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org with the subject line: Holiday Shop Intern.

- Resume
- Cover Letter
 - Please include in your Cover Letter an answer of 250 words or less to the following question:
What makes a volunteer experience a positive one?

Application Deadline: 10/22/2021

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.