

Program Aid Description

We are currently searching for a Microsoft and Google Suite savvy intern to work onsite at our headquarters. Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a constantly shifting environment with strong attention to detail is essential.

Key Roles & Responsibilities

Programming Support

- Supporting staff with logistics associated with special events, including assisting with creation of invitation list, all logistics, soliciting sponsors, communicating with venue and vendors
- Sharing communications and advertisements regarding events
- Supporting recruitment of volunteers and other participants for events

Marketing and Social Media Support

- Prepare and send out bi-monthly newsletter
- Maintain social media as needed
- Develop small level graphics using Canva as needed
- Share information regarding upcoming events using social media and proper advertising channels through other organizations
- Manage TDH Photo Library, ensure up to date photos are available online and on the internal drive.
- Make minor updates to website in line with upcoming events or latest newsletter.

Organization & Office Management

- The information is shared on or on the calendar of all relevant parties
- Support scheduling of meetings and events, ensuring Maintain listserv, collect content and send external communications (newsletters, announcements, social media, etc.)
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies..
- Contributes to team effort by accomplishing related results as needed.

Fundraising Support

- Assisting with annual application and year-round tracking of workplace giving campaigns (e.g., DoMore24 and similar campaigns)
- Assisting staff with research for grant application writing and tracking
- Conducting prospect research on individual, company, foundation, and corporate funding including internet research and making phone calls
- Maintain contact information and databases for volunteers, donors, staff and current and potential partners; secures information by completing data base backups.

Performs other related duties and responsibilities as required or as assigned.

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Required Knowledge, Skills & Qualifications:

- Exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Dependability, accuracy, and attention to detail.
- Ability to work independently and come up with solutions independently
- Ability to meet deadlines, manage multiple responsibilities simultaneously, and provide effective follow-up with staff.
- Strong communication skills, both verbal and written.
- Ability to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff Board members, community groups, and other related agencies
- Ability to effectively manage a scheduling, and travel logistics as needed
- Ability to use Microsoft Programs (Office, Excel, etc) and maintain office equipment
- High School Diploma
- Bilingual English/Spanish is a plus