



SUMMARY POSITION DESCRIPTION

Position: Program Intern
Reports to: Manager of Affiliate Development

Interested in gaining nonprofit experience and making a difference this fall? Hope for New York (www.hfny.org), an organization that provides volunteers and financial resources to nonprofit organizations serving the poor and marginalized of New York City, is currently recruiting a fall intern.

KEY FUNCTIONS

The key responsibility of this position is to perform research and analysis.

New Affiliate Identification and Mapping:

- Identifying prospective faith-based and non-faith-based nonprofit organizations in New York City that HFNY could partner with as affiliates
- Gathering and updating data on prospective affiliates with regard to mission, vision, demographic served, volunteer opportunities, and contact information
- Making recommendations to HFNY staff on viability of organizations as prospective affiliates

Professionals in Action (HFNY's Skills-Based Volunteer Program):

- Reviewing volunteer applications and resumes in order to create a database of skilled volunteers for future projects
- Following up with potential volunteers in order to assess interests, areas of expertise, and availability

COMMITMENT

This volunteer position can be part-time from September to December.

KNOWLEDGE, SKILLS, & ABILITIES

Candidate must possess the following:

- Strong research and analytical skills
- Excellent interpersonal and writing skills
- Ability to work effectively on multiple projects
- Proficient with PC and MS Office (Word, Excel, and PowerPoint)

EXPERIENCE & EDUCATION

- Must have a bachelor's degree or be working toward one
- Must demonstrate a strong commitment to serving the poor and marginalized of New York City

To apply, please send a cover letter and resume to Kris Jacob (kris@hfny.org).