



125 8th Street North, Fargo, ND

(701) 261-3598

info@weareunseen.org

www.weareunseen.org

Unseen Internship - Spring 2018
Volunteer Coordinating Internship
Hours per week: 10-15

Duties:

- Scheduling volunteers and managing that schedule
- Providing instruction and tasks for volunteers to complete
- Being the point person for interns/volunteers when they have questions
- Reaching out to local universities and churches to recruit volunteers
- Cleaning/landscape/snow/ice removal - scheduling and making sure the office is always presentable as we may have unexpected guests
- Coordinating volunteers for and at events
 - Recruiting volunteers - needed for set up, working event, and tear down after
 - Creating list of tasks for volunteers during events
 - Managing volunteers at events - point person
- Managing and creating consistent projects for volunteers
- Building and maintaining relationships with volunteers
- General recruiting of volunteers
- Scheduling times to create Unseen's "Morning Show"
- Scheduling and managing volunteer events such as an appreciation party

Qualifications & Requirements:

- Good writing skills (able to condense information into a clear and engaging format)
- Ability to field content that should and shouldn't be posted
- Teamwork and communication skills – will work closely with other interns and staff
- Willingness to learn
- Leadership skills (will need to delegate tasks and utilize volunteers)
- Time management skills
- A good fit with Unseen's mission, partners, culture, and Unseen team.
- Positive can-do attitude. Proactive. Self starter. Problem solver.
- Must have access to a vehicle
- Must be available on October 4, 2018 for Unseen's Fall Fire fundraiser
- Must be comfortable with our very friendly (hypoallergenic) office dog, Kahuna