



Program Intern

Job Description

Job Title: Program Intern

Reports To: Executive Director

Classification: Non-exempt/Short-term

Job Summary: Provides support to Eastside Friends of Seniors' programs.

Requirements:

- High School Diploma or GED
- Interest in and compassion for frail and disabled elders
- Ability to communicate effectively and compassionately with clients, peers, and volunteers
- Attention to detail, and clerical speed and accuracy
- Computer literacy – ability to use word processing, spreadsheet, email, and database software
- Ability to work cooperatively with different types of personalities
- Ability to lift 20 pounds
- Must pass a criminal background check

Responsibilities:

1. Volunteer Transportation Coordination

- Coordinates transportation requests from clients with volunteers
- Communicates with volunteers and clients regarding rides
- Maintains transportation calendar

2. Record-Keeping/Data Management

- Enters and maintains current information on volunteers, clients, congregations, and community entities, including family members
- Maintains the communication log
- Completes routine office filing and correspondence

3. Donation Processing

- Processes all donations to the program
- Assists Director in completion and mailing of thank you letters in a timely manner.
- Submits online charges to credit card companies for payment.

4. Meetings

Attends weekly staff meetings and takes notes

Attends meetings of the Board of Directors as requested by the Director

5. Other Duties As Assigned

Term: June 4 – August 10, 2013, 20 hours/week

- Potential to be extended through September contingent on funding
- We encourage strong candidates to apply for full-time AmeriCorps position open in the fall

Pay: \$10 per hour