Gift-in-Kind (GIK) Coordinator Internship

**Dates:** February 2013  
**Hours:** 10 hours a week minimum

**Summary of Position:**

The GIK Coordinator will be responsible for soliciting goods and services from businesses, organizations, and individuals. This position involves researching potential donors, contacting donors to present needs, arranging to receive or pick up donated goods, recording and storing all donations, and creating an inventory system to track ministry resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

1. Search and development of Gift-In-Kind contacts. Conduct research, compile information in a shared Google doc, and manage correspondence.
2. Responsible for the acquisition and tracking of all Gift-In-Kind donations. Ensures proper record keeping, and appropriate acknowledgement of the donor(s).
3. Create and maintain an inventory system for all Gift-in-Kind and Humbly I Serve/HIS Vision products (glasses, sunglasses, t-shirts, etc) and marketing material.
4. Manage storage and organization of all acquired Gift-in-Kind.
5. Be prepared to speak at any engagements or attend any events that need a booth.
6. Communicate regularly and attend requested meetings with the Chief Operating Officer and/or the Director of Development.

**QUALIFICATIONS**

**Time commitment**
To fulfill the tasks of this job successfully, an individual must be able to perform each essential duty satisfactorily. Upon acceptance of position and responsibilities, the intern will discuss time availability per week with staff and commit to serve the minimum of that availability in order to complete tasks and provide standards for accountability.

**Communication skills**
Ability to affectively and compellingly communicate the heart and vision of the ministry and the purpose of requests related to the ministry in a professional, kind manner, reflecting God’s love in each interaction.

**Physical demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the volunteer may regularly be required to lift and move boxes. The volunteer also may be asked to travel for the events, meetings, or to assist in various projects.
Finance Intern

Dates: February – May 2013
Hours: 10 hours a week minimum

Summary of Position:

The Finance Intern will be responsible for maintaining the financial records for Humbly I Serve by updating and managing Quickbooks, providing needed reports, and assisting in development an efficient system for recording and categorizing finances to show allocation of ministry funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

1. Input all ministry transactions (credits/deposits) into Quickbooks and reconcile each month to balance the budget.

2. Review all Travel Expense Reports or Business Expense Reports to be sure that each transaction has a corresponding receipt or documentation of expenditure.

4. Meet with accountant advisor on a monthly basis to ensure that the financial recording is aligning with state and federal requirements.

5. Meet with COO bi-monthly to provide and update and to prepare for the monthly finance report.

6. Work with the Treasurer and COO to create a comprehensive reporting system that indicates a breakdown of annual expenditures.

QUALIFICATIONS

**Time commitment**
To fulfill the tasks of this job successfully, an individual must be able to perform each essential duty satisfactorily. Upon acceptance of position and responsibilities, the volunteer will discuss time availability per week with staff and commit to serve the minimum of that availability in order to complete tasks and provide standards for accountability. This position also requires an understanding of accounting, financial reporting, and Quickbooks.

**Communication skills**
Ability to affectively and compellingly communicate the heart and vision of the ministry and the purpose of requests related to the ministry in a professional, kind manner, reflecting God’s love in each interaction.
Humbly I Serve
Job Description

Job Title: Administrative Internship
Department: Humbly I Serve Ministries
Reports To: Chief Operating Officer
FLSA Status: Non-Exempt
Date: January–May 2013

SUMMARY
This position would allow the individual to work directly with the Chief Operating Officer of the organization, providing direct experience in the daily processes of creating and developing a non-profit organization at a grass roots level.

To serve as the Administrative Intern for a rapidly growing non-profit organization with the aim of improving operation within the office, assisting the COO in daily tasks and schedule management, and increasing external support through research and data development. The Administrative Intern would work with the COO and key volunteers to carry out administrative duties as they relate to office operations and project development. The position involves conducting primary and secondary research, assisting with project planning and coordination, and data entry and management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Carries out tasks for meetings and programs as directed.
2. Assists the COO with daily tasks.
3. Assists in preparing for upcoming events.
4. Identifies and access appropriate public and private sources for information/data for proposals and other reports.
5. Researches potential donors at the direction of the COO.
6. Assists in preparing for upcoming events.
7. Assists at events as needed.
8. Other duties as assigned by the Chief Operating Officer.

SUPERVISORY RESPONSIBILITIES
This internship does not require any supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be self-motivated and have excellent communication, specifically strong writing skills. This position also requires a willingness and ability to handle a wide variety of tasks. Experience working in NGOs is a plus.

- Must be comfortable in Microsoft Office Word and Excel.
- Must be comfortable with email and the internet.
- Must be able to work independently.