Volunteer Department Intern

Job Description

**About Broad Street Ministry**

Broad Street Ministry (BSM) is a broad minded faith-based nonprofit organization that addresses the causes and impact of poverty through the delivery of dignified and hospitable meals with social services in partnership with “best in class” nonprofit organizations. Please visit our website at broadstreetministry.org to find out more about our organization.

**Position Description**

BSM is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of database, administrative, and general support to BSM’s development team. In return, BSM will provide an opportunity for the intern to gain experience in and familiarity with areas such as fundraising, fundraising databases, issues of poverty, and the day-to-day operations of a nonprofit organization that serves the city of Philadelphia. The Volunteer Intern will report to the Corporate and Volunteers Relations Manager and Development Assistant, and will support the entire development team.

**Specific Responsibilities**

Responsibilities include, but are not limited to, the following:

• Assist the development staff in entering data into Etap, BSM’s donor database.

• Assist the Volunteer Coordinator in maintaining VolunteerHub, BSM’s volunteer database.

• Prepare volunteer appreciation gifts.

• Assist in research to recruit more volunteers.

• Assist the development staff in planning donor events and other activities, including BSM’s 10th Anniversary events.

• Maintain donor files and other development materials.

• Assist with mailings, filing, and special projects as needed.

**Qualifications**

• Strong writing abilities.

• Knowledge of Microsoft Office applications.

• Experience with databases is a plus.

• Solid interpersonal skills and attention to detail.

• A demonstrated commitment to BSM’s mission and values.

• High ethical standards and personal integrity.

**Hours, Start Date and Duration**

Flexible within business hours (9:00 am to 5:00 pm). A firm commitment of 8 to 20 hours per week is required. The internship will start at a mutually agreed upon date and may continue beyond the 2014-2015 academic year depending on mutual interest and satisfactory performance. This is an unpaid internship.

**How to Apply**

To apply for the position, please submit a cover letter and resume by email to volunteer@broadstreetministry.org (please put “Development Intern” in the subject line. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. No phone calls, please. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. The position is based in Philadelphia, PA. Please visit our website at www.broadstreetministry.org to learn more.