

Senior Center Internship (Part Time/Unpaid Internship)

Meals On Wheels Atlanta

REPORTS TO: Center Manager

WORK HOURS: Monday – Friday 9:00 AM – 3:00 PM, 2 - 5 Days a Week

LENGTH OF TIME: Flexible Internships in the Spring, Summer, Fall

JOB DESCRIPTION:

Meals On Wheels Atlanta (MOWA) Mission is to support senior independence through meals, shelter, education and community. Each year, MOWA accomplishes this by delivering nutritious meals, repairing homes, providing community and wellness support, and helping seniors.

(MOWA) is seeking an energetic, highly-motivated individual to join our team as a Senior Center Intern. The intern will provide administrative and staff support while gaining a deeper knowledge of senior center management and nonprofit operations. This is an unpaid, part-time position for registered college/university students.

INTERNSHIP OBJECTIVES:

- Increase a student's sense of responsibility.
- Acquire good work habits.
- Enhance multi-tasking skills.
- Enhance communication skills.
- Learn to use nonprofit software such as ServTracker or Harmony.
- Improve public speaking and training skills.
- Better understanding of Atlanta nonprofit network.

INTERN RESPONSIBILITIES INCLUDE:

- Provide administrative support to Senior Centers.
- Conduct data entry.
- Participate in monthly calendar planning.
- Actively participate in hands on activities, workshops and discussions.
- Prepare and distribute marketing materials to members.
- Assist with and provide site coverage.
- Perform general office automated duties: typing, filing, data entry, answer phones, general janitorial work.
- Shadow staff during client intakes and assessments.
- Maintain filing system.
- Facilitate activities, workshop or discussion.
- Assist with meal preparation and dissemination of meals.
- Assist with special projects, events and or outings.

OUTREACH:

- In coordination with Neighborhood Senior Center Team, help assist relationships within the community and attract volunteer groups from corporations, churches, civic and student groups etc.
- Help represent the organization in public meetings and presentations to the community (e.g. volunteer fairs).

- Help assist with Social Media initiatives, newsletter articles and volunteer thank you Facebook posts.

OTHER:

- Ability to respond with a high degree of urgency to the needs and requests of others, internally and externally (Customer Service).
- Ability to drive to and from volunteer activities mostly in the Atlanta metro area.

QUALIFICATIONS:

- Must be a current student or recent graduate.
- Ability to work a minimum of 16 hours per week.
- Must have transportation and use it on occasion for work duties.
- Must be able to lift over 20-30 lbs.
- Volunteer Management experience considered a plus.
- Event Planning experience a plus.
- Outgoing demeanor, with the ability to motivate others.
- Demonstrated leadership abilities and strategic thinking.
- Ability to work independently and in a group setting.
- Highly organized.
- Able to multi-task and respond to deadlines.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word, Excel, Outlook and Powerpoint.
- Additionally, all MOWA Interns are expected to take on additional responsibilities and participate in organizational wide endeavors as appropriate. Internship descriptions are not limited to items in formal internship description.

APPLICATION:

To apply, please submit a cover letter and resume to kmorrison@mealsonwheelsatlanta.org. No calls, please.

Meals On Wheels Atlanta is an Equal Opportunity Employer. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the Intern will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.