

## **Volunteer Coordination & Administrative Intern**

### **Position Overview:**

The Volunteer Coordination & Administrative Intern will support the Coffee Community Collective and Volunteer Program by assisting with key administrative tasks, event planning, outreach, and data management. This internship is an excellent opportunity for individuals interested in nonprofit operations, community engagement, and volunteer coordination.

*Please note that this internship is unpaid. Academic credit may be available if coordinated with the intern's educational institution.*

### **Key Responsibilities:**

#### **Volunteer Program Support:**

- Contribute to volunteer recruitment efforts by helping with outreach strategies.
- Assist in coordinating schedules for volunteers and volunteer groups.
- Support recognition and appreciation initiatives for volunteers.

#### **Coffee Community Collective Support:**

- Assist in planning and executing community events, volunteer appreciation activities, and other gatherings.
- Help with general upkeep of the Coffee Community Collective space, ensuring it remains welcoming and organized for community use.
- Provide support for scheduling and coordinating the use of the space by organizational partners and community members.

#### **Partner Development Assistance:**

- Conduct research and help identify potential partners aligned with the organization's mission.
- Support the Director in creating outreach plans and tracking progress toward partner engagement goals.
- Assist in executing strategies for the recruitment and onboarding of nonprofit partners to utilize the Coffee Community Collective for service delivery.

#### **Administrative Support:**

- Assist with data entry, record-keeping, and updating databases (e.g., volunteer participation, contact information).
- Organize and maintain files, documents, and schedules.

- Support communication efforts, including drafting emails, creating flyers, and designing social media posts.

**General Duties:**

- Collaborate with staff to evaluate and improve processes.
- Participate in team meetings and contribute ideas for community engagement.
- Represent the Coffee Community Collective and Northside Neighborhood House positively to community stakeholders.

**Desired Qualifications:**

- Currently pursuing a degree in nonprofit management, business administration, communications, or a related field.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficient in Google Workspace.
- Interest in community engagement and nonprofit operations.
- Ability to work independently and take initiative on tasks.

**Internship Details:**

- Location: Coffee Community Collective, 10161 Dayton Pike, Soddy-Daisy, TN 37379
- Schedule: The expected time commitment is approximately 10-20 hours a week. Our Director is generally on-site Mon-Fri from 8:30am-4:30pm. Events and activities may occur outside of regular business hours, and participation at these events may be requested. Please let us know if you may need more or fewer hours; we are just looking for the right fit!
- Compensation: Please note that this internship is unpaid. Academic credit may be available if coordinated with the intern's educational institution.
- Supervised by: Coffee Community Collective and Volunteer Director, Kalina O'Brien.

**How to apply:**

Please complete our internship [application linked here](#).

**Who We Are:**

Since 1924, the Northside Neighborhood House has focused on empowering residents of northern Hamilton County, Tennessee to create thriving communities. From ensuring individuals are housed with working utilities to supporting students in achieving academic success, the NNH focuses on creating relationships and connecting individuals to supports that aid them in creating stability for themselves and their families.