



Program Assistant Intern Job Description

Position Overview / Intern Responsibilities

Gain experience and fulfill your internship requirement at a **first-of-its-kind** social enterprise! Shelters to Shutters (S2S) is a national 501c3 organization that transitions individuals and families out of homelessness to economic self-sufficiency by educating and engaging the real estate industry to provide employment and housing opportunities.

We are seeking a part-time Program Assistant Intern (10-15 hours per week) to conduct research and provide program support. S2S has planned 15 Hiring Events around the country for 2019 and we are growing. The Program Assistant will play an integral role in supporting these events and researching other cities for expansion.

As S2S's first intern, you will have the opportunity to co-create your position. See a need? Want to tackle a project in a different department or area? We are looking for quick-thinking, flexible team members who will help us find innovative ways to take S2S to the next level. You will be an integral member of a small forward-thinking team who is laser-focused on impact and transitioning as many people as possible into stable employment and housing.

Duties include:

- Conducting research, preparing reports and drafting posts.
- Performing project-specific outreach to nonprofits and other external partners.
- Assisting with meeting and event planning and organization.
- Contributing to and helping to maintain/enhance the S2S social media and networking presence.
- Providing administrative support, when needed (including data entry, filing, mass mailings and taking and preparing meeting notes).

Internship Benefits

- Mentorship and Training opportunities
- National networking opportunities
- Travel Opportunities
- The opportunity to develop a project and run with it
- Lunch provided Monday - Thursday - coffee and snacks available
- Bi-weekly stipend
- Office located close to Metro

Intern Requirements

- At least two years of post-secondary education, including but not limited to coursework in Social Entrepreneurship, Sociology, Psychology, Social Work, or similar.
- Passion for social innovation and entrepreneurship— finding creative solutions to meet the needs of the nation's most vulnerable.
- Strong analytical skills.



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- Strong communication and collaboration skills.
- Working knowledge of Microsoft Office including Outlook, Word, PowerPoint, and Excel.

Application Process

In your cover letter, please outline your interest in Shelters to Shutters and what you hope to gain from this internship experience. We will only contact candidates for interviews. No phone calls, please.

Please email cover letters and resumes to Natalie Thompson,
nthompson@shelterstoshutters.org