

McCall Consulting & Associates Incorporated

Helping Those Who Help Others

JOB DESCRIPTION

DEVELOPMENT INTERN

McCall Consulting & Associates Incorporated's organization whose primary focus is helping those who help others to rebuild lives utilizing effective rehabilitation processes, successful transitioning and quality supportive services which assist those in need.

■ Positions Available: 1

■ Responsibilities:

Applicant will provide assistance to the Organization by assisting with research and pursuing various areas of funding opportunities, assisting with the development of proposals to apply for grants, assisting with the development of appeal letters, assisting with event planning, assisting with the development of a marketing and advertising campaign, assisting with the development of a strategic plan for recruiting and retaining volunteers, assisting with developing and maintaining a volunteer database.

■ Qualifications:

The preferred applicant is interested in the development of non-profits and volunteerism. Applicant has general office experience and efficient with Microsoft office suite. The applicant has strong interpersonal skills, is detail oriented and organized. Applicant demonstrates creativity and enthusiasm. The selected applicant will also coordinate opportunities for staff/volunteers to participate in any training or professional development opportunities.

- Supervision: The executive director will provide direct supervision, monitoring, and support.
- Time Frame: Fall/Winter 2025 — 10 to 20 hours weekly
- Compensation: Both Paid and Unpaid: Paid position applicants must be 55 years of age or older; Unpaid position compensation in the amount of 20% per award will be provided via any awards received as a direct result of the intern's efforts.
- To apply: send cover letter, resume and two references to:

Tynnetta Harris - Executive Director

McCall Consulting & Associates Inc.

www.mccallconsultinginc.com

mccallconsultinginc@gmail.com

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"ORGANIZATIONAL OVERVIEW"

McCall Consulting & Associates Inc established November 15, 2013, is a 501C3 not-for-profit organization whose primary focus is engage, inform and empower individuals and organizations. Our organization is comprised of the following:

Grassroots Development Assistance a fee for service component in which we help with developing programs, proposals, applications, boards etc.

Programming component entitled "Time to Heal". Time to Heal is a program designed to address the devastating effects of traumatic experiences, in particular those associated with parent/child separations by providing trauma informed information to individuals and families. "Time to Heal" is comprised of two components. Our workshop component is entitled "Beauty in the Chaos". Beauty in the Chaos incorporates the following: healing activities which include healthy menu options via meal preparation activities and topic specific engaging dialogue which address various traumas. The other component is entitled "DOW" (Developing Our Worth). "DOW" is a skills-based development opportunity that assists individuals with developing their soft skills as it relates to customer service, financial and successful time management while being provided an on the job training opportunity.

Retail (To You The Personalized Gift Shop) in which we specialize in gift items for all gift giving occasions, our goal is to aid volunteer retention by showing appreciation with quality, memorable, inexpensive gifts. To You is also partnered with Amazon Counter, a program which allows individuals to have their packages shipped to a nearby retail location for pick up.

If you have questions or need further information, please feel free to contact our office at (216) 417-3619 or (216) 548-3373

PLEASE VISIT OUR WEBSITE AT

MCCALLCONSULTINGINC.COM