



The Haven Home

Community Outreach Intern

Background: The Haven Home provides emergency shelter, programs and services and community outreach assistance to women and children experiencing homelessness and/or housing insecure.

Position Summary: Under the direction of the Program Manager assists with all community outreach initiatives.

Duties and Responsibilities:

- Coordinates bi-monthly diaper distributions, including registration, follow up and client pick up.
- Maintain accurate and complete documentation in case management software of all interactions.
- Work closely with staff to identify new outreach opportunities.
- Performs other duties as required.

Qualifications

- Ability to interface professionally with all levels of staff, Board of Directors, donors, volunteers, and the public.
- Ability to work effectively and independently in a fast-paced, complex and changing environment.
- Excellent interpersonal and communication skills with all denominations
- Solid written communication skills
- High level of passion and enthusiasm, teamwork-focused with strong customer service (staff, volunteers, and clients) orientation
- Proficiency in Microsoft Office software.
- Understanding of and commitment to the organization.

Organizational Relationships:

- Supervised by Program Manager

Hours: Part-time: 20 hours per week, non-exempt. Hours are flexible based on class schedule. Some remote work may be available. Evenings and weekends may be required.