



#### About Us

Chair-ity, Inc. ([www.chair-ity.org](http://www.chair-ity.org)) is a non-profit organization providing furniture and household goods to young adults aging out of foster care. These young adults are typically between 18 to 21 years old, are moving to their first apartment, and in some cases have a young child(ren) with very little to no support beyond what is provided through their social worker. Chair-ity helps eliminate the financial barriers and emotional stresses of creating a true sense of home and provides a feeling of permanence as these young adults begin their new life of independent living.

#### Job Description

The job of the intern will be responsible for day-to-day management of the Northeast Ohio operation, including: scheduling furniture pick-ups from donors; scheduling furniture deliveries to and between Chair-ity's warehouse and young adult recipients; managing the moving company responsible for all furniture moves; inventory management; managing volunteers who assist with interior design/furniture selection; communicating with young adults and their social workers; and reporting to Chair-ity management. The ideal person will be a natural at communicating with both respect and compassion with all of Chair-ity's constituents. The opportunity offers the potential to grow with the organization as Chair-ity expands throughout Ohio and beyond in 2023 and after

#### Essential Functions:

- Working with community partners to understand client referral needs and create a seamless process
- Communication with donors to find a date for the pick up of their items or coordinate a drop off
- Attend and supervise deliveries to build a relationship with clients
- Manage delivery men or volunteers when picking up or delivering furniture to ensure a timely process
- Commitment to the well-being and success of youth aging out of foster care
- Evaluate the needs of clients post-delivery and collect data to understand Chair-ity's impact

#### Required Skills:

- Be able to create and schedule an efficient and practical route with multiple stops for both pickups of donated items and deliveries to clients
- Ability to interact with clients and donors to ensure they both have a positive experience with Chair-ity
- Proficiency and time management with strong organizational skills
- Must be a motivated, self-starter and able to function productively with a degree of autonomy
- Ability to work on Saturdays or Sundays, with the rest of your schedule being flexible throughout the week
- Aptness to work in an office, at home, in a warehouse, and remotely

#### Who's eligible:

Students who apply for this internship must be proficient in both written and oral communication. Computer skills required include typing, Microsoft Office, Outlook, and Google Sheets. Self-motivated and capable of working independently.

The compensation: \$16/hour

#### The internship timeframe:

Chair-ity is looking for an intern 20 hours per week. Days and hours can be negotiable within Chair-ity's business hours and to best supplement a candidate's schedule. We hope for 6+ months or a timeframe in alignment with a successful candidate's schedule.

#### To apply:

Please email your resume and cover letter by March 1st to [mpaparella@chair-ity.org](mailto:mpaparella@chair-ity.org)

**330-814-1056**

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