

IYG Volunteer Department Internship

IYG is seeking an energetic, self-motivated intern to join the Volunteer department. Applicants must have excellent time management skills and the ability to work independently as well as within a team.

RESPONSIBILITIES

- Respond to daily emails from volunteer applicants.
- Manage and update the “Current Volunteer database.” As new volunteers join Indiana Youth Group.
- Run soft background checks on volunteers and file results.
- Print and prepare IYG orientation packets and paperwork.
- Send out volunteer of the month survey, collect data and communicate results to Volunteer Specialist.
- Assist Volunteer Specialist with monthly volunteer newsletter.
- Assist Volunteer Specialist with plans for expansion.
- Ability to spend at least one night in the Youth center (which is open from 3PM-8 PM)
- Printing new volunteer nametags
- Completing text, reminders, encouragements and updates to volunteers as needed and at least every two weeks.
- Data entry tasks as needed.

QUALIFICATIONS

- Strong independent problem-solving skills.
- Strong interpersonal skills – Excited about interacting with IYG volunteers in person.
- Passion to do work that benefits the LGBTQIA+ community and an understanding of LGBTQIA+ identities or the willingness to learn.
- Mid-level understanding of Excel and its features
- Strong written and verbal communication skills.
- Strong time management skills.
- Ability to present ideas in a clear professional manner on paper, in-person, and over the phone.
- Strong ability to multitask.

WHAT WE OFFER

- Be yourself in a culture that values inclusion and community.
- Work with a small staff that allows applicants to network and build connections.
- Be part of an expanding nonprofit organization that is leading the way in its field. The work IYG is doing is not happening anywhere else in the country on the same scale.