**Social Media & Communications Intern**

We are looking for a responsible, organized, and motivated person to fill the position of Social Media Intern & Communications. The intern will create a template for regular updates, research how social media is used in other shelters, and maintain our social media presence. We are looking for someone who will take initiative and is enthusiastic about the potential of social media. You will get firsthand experience developing a social media strategy as well as the opportunity to help Covenant House fulfill its mission to serve homeless and at-risk youth.

Hours: 8-12 per week

**Essential Functions**

* Maintain and update Covenant House’s social media accounts, including Facebook, Twitter, Instagram, YouTube, and Flickr
* Maintain and update Covenant House’s website, including creating blog content
* Create original photo and video content to be used in official Covenant House mailings, grants, and fundraisers
* Research best-practices and develop a strategy to increase social media engagement
* Perform other job-related duties as requested

**Preferred Skills and Qualifications**

* Ability to take initiative, employ good judgment, and manage projects from beginning to end
* Excellent written and verbal communication skills
* In-depth working knowledge of Facebook, Twitter, Instagram, and YouTube
* Adobe Creative Suite experience preferred
* Graphic design, photography, and/or videography experience preferred

**Other Information**

* A background check and Child Protection Training is required and must be successfully completed
* Work is generally in standard office conditions and climate

**Volunteer Coordination Intern**

The Volunteer Coordination Intern will primarily work with the Volunteer Department to develop and maintain comprehensive volunteer program. This will primarily include corresponding with current volunteers, recruiting and corresponding with prospective volunteers, and processing applications for prospective volunteers. The Volunteer Coordination Intern will also assist in-kind donors and visitors, with the intention of cultivating positive relationships that could lead to future volunteers or donors.

Hours: 20-30 per week

**Essential Functions**

* Maintain the current volunteer database
* Correspond with current and potential volunteers
* Research new volunteer opportunities
* Correspond with other Covenant House sites to develop best-practices for CHNOLA
* Greet and assist all in-kind donors and other visitors who come to Covenant House New Orleans
* Perform other job-related duties as requested

**Preferred Skills and Qualifications**

* High level of interpersonal skills and ability to handle sensitive and confidential situations
* Must have knowledge of Word processing and spreadsheets
* Excellent written and verbal communication skills and telephone etiquette

**Other Information**

* A background check and Child Protection Training is required and must be successfully completed
* Work is generally in standard office conditions and climate
* Light physical activity

**Administration Intern**

Intern needed for assistance with a variety of projects designed by the Director of Administration. Sample projects may include analyzing agency-wide fire and safety procedures, analyzing food costs, identifying intra-agency risks and hazards, digitizing floor plans, revamping agency wide key system, and clerical duties.

Hours: 20-40 per week

**Preferred Skills and Qualifications:**

The ideal person would be one who is interested in learning the ins and outs / backbone of non-profit organizations. Additional qualities include: attention to detail, critical thinking skills, ability to take initiative, interpersonal skills, and time management skills.

**Other Information:**

* A background check and Child Protection Training is required and must be successfully completed
* Work is generally in standard office conditions and climate

**Fundraising & Development Intern**

The Fundraising & Development Intern will be responsible for a wide variety of tasks to support the Development Department in cultivating and maintaining positive relationships with donors. The Fundraising & Development Intern will be the first point of contact for all in-kind donors, and will assist with maintaining Covenant House’s systematic program of donor recognition and stewardship. In addition, the Fundraising & Development Intern will assist with preparation for Covenant House’s annual fundraising event – the Sleep Out.

Hours: 20-30 per week

**Essential Functions**

* Greet and assist all in-kind donors and other visitors who come to Covenant House New Orleans
* Provide a wide assortment of administrative support for the Development Department, including directing incoming calls
* Assist with stewardship activities, including preparing mailings, sending thank you notes, etc.
* Update and maintain a variety of databases within the Development Department
* Assist with research on individual donors
* Begin preparations for the Sleep Out event in the fall
* Perform other job-related duties as requested

**Preferred Skills and Qualifications**

* High level of interpersonal skills and ability to handle sensitive and confidential situations
* Must have knowledge of Word processing and spreadsheets
* Excellent written and verbal communication skills and telephone etiquette

**Other Information**

* A background check and Child Protection Training is required and must be successfully completed
* Work is generally in standard office conditions and climate
* Light physical activity

**Finance Budget Analyst Intern**

The Budget Analyst Intern assists in compiling the organization’s key financial indicators, including but not limited to, departmental functional budget to actual revenue and expenses, financial analytics (ratios), and program unit costs (e.g. cost per night of stay). The work of the Budget Analyst Intern is carried out in accordance with the Covenant House Mission, Principles, and Core Values (see attached).

**Duties and Responsibilities**

* Assist in determining the organization’s year-end financial analytics (current, cash, and debt ratios), including program costs (i.e. cost per night of stay).
* Assist in the review and analysis of the shelter program key financial indicator and project deliverables as defined in existing funding agreements.
* Assist in completing program staff work schedule variance reports through ADP payroll processing modules.
* Assist in preparing other budget to actual comparative information for management’s review, as directed by Supervisor.
* Commit to continuous professional development and integration of training and tools into individualized tasks and responsibilities.
* Perform other job-related duties as requested.

**Preferred Skills and Qualifications**

* Applicants must be currently enrolled at a college or university, with a major in accounting, finance, or comparable area of interest
* Knowledge of Microsoft Word, Excel & PowerPoint

OR any combination of education, training and experience which provides the required knowledge, skills and abilities