

Job Title:

Acquisitions and PR Intern

Position Summary:

Under the direction of the Store Manager, the Acquisitions and PR Intern is responsible for acquiring donations from commercial donors and home owners. To market the store through public appearances and approved advertising, ensuring that Habitat's mission is provided to internal and external customers in an efficient manner. To recruit, retain, and recognize valuable volunteers.

Key Responsibilities:

- Acquires resalable building materials, household goods, and other related materials
- Coordinates approved advertising and marketing media
- Update website and social media
- Create and distribute monthly E-newsletters and sales
- Maintains personal composure and integrity in stressful conditions
- Attend community events and net-working meetings as directed
- Coordinates large acquisitions with other team members
- Distribute donor appreciation to large and specific donors
- Fill in and assist as directed
- Recruit new regular volunteers
- Create and maintain volunteer recognition program
- Manage Volunteer Up program

Skill in:

- Dealing with diverse population under varying circumstances
- General retail store operations techniques
- Answering phones and accurately recording information
- Accurately gathering information to assist in the expedient resolution of problems or issues
- Maintaining files
- General office operations techniques
- Computer operation and data manipulation

Ability to:

- Read, write, and verbally communicate at a professional level
- Perform multiple tasks in a timely manner in a fast-paced environment
- Develop and maintain effective working relationships
- Follow written and oral directions
- Identify and solve routine and moderately complex problems in the retail store and at customer homes or businesses

Special requirements:

- Valid drivers license
- Clean driving record
- Ability to lift 50 pounds
- Ability to sit for long periods of time