

Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that allow for community job placement and economic growth through local and foreign investment opportunities.

Non-profit Volunteer Coordinator

Length of Internship: TBD

Hours Per Week: TBD

Academic Credit Available for Students *(if approved by school)*

This internship is designed to allow the intern to experience a professional work environment and gain valuable in a supportive environment. The Volunteer Coordinator will support DoH on all daily operations, as well as some outside activities and events. The opportunity allows for exposure to several different aspects of the organization, work with other non-profits and have the opportunity to participate in various projects and/or events.

Duties and Responsibilities (not limited to):

- Coordinate volunteer efforts for various programs and events
- Formulate and update databases for mailings and special projects
- Enthusiastically greet incoming callers and guests and provide excellent customer service
- Assist in project development, implementation and execution of assigned projects
- Facilitate volunteer recruitment, communications, trainings, meetings and recognition/appreciation
- Manage tracking system for volunteer job requests including assignments and schedules
- Assist in development of monthly e-newsletter and emails/text messages to volunteers
- Participate and assist with various outside events including site visits, venue preparation and staging
- Prepare content for website, blogs and chat rooms; familiarity with social networking sites desired
- Coordinate communication with prospective sponsors and coordinate post event follow-up
- Manage interface of non-profit donors database (Blackbaud software)
- Organize and coordinate filing system for contracts, donation requests, thank you letters, programs and events

Skills and Abilities:

- Ability to prioritize and manage multiple tasks, projects and people simultaneously
- Proficient in Microsoft Office Programs: MS Word, PowerPoint and Excel and Internet Research
- Must be a quick learner and have the ability to work independently as well as with a team
- Proactive problem solver and ability to manage of timelines and meet deadlines
- Conscientious self-starter with excellent organizational, time management and planning skills
- Ability to work with a diverse group of people
- Excellent verbal, written, negotiation skills
- Highly motivated and enthusiastic; thrives under pressure
- Ability to work with high degree of intensity and demonstrated follow through
- Must be strong team player and possess a great attitude

Educational Requirements:

- College students must be a junior or senior with a minimum GPA of 2.75
- Must work a minimum of 15 hours per week for a two quarters or one semester

To Apply: Complete the online Volunteer Application and send resume to careers@discoveriesofhope.org or fax to 866.647.9696