

## **Neighbor to Neighbor: Coordinating Intern**

**Days/Hours: Ten Hours a Week for 140 Hours (tbd), M-F, 9am-2pm**

**Job Location: Prescott Valley Office**

Our Internship position is perfect for students looking to develop lasting skills, advance their career and build their resume in a non-profit organization.

Neighbor to Neighbor's mission is to serve our Community with volunteers assisting elderly, disabled and homebound adults in maintaining their independence and quality of life from Prescott Valley through Cordes Lakes.

### **Highlights:**

- Intern works with our Executive Director and AmeriCorps\*VISTA Member in day-to-day operations of the organization.
- Intern learns the operations of a non-profit organization
- Intern receives training and guidance throughout their tenure.
- Intern provides assistance to the Volunteer Coordinating Office
- Intern will assist in Community Outreach Activities
- Intern may assist Board and Chairs in Fundraising, Marketing, Events etc.
- Within commuting distance of Yavapai College's Prescott and Prescott Valley Campuses
- May earn academic credit hours upon successful completion of service hours (tbd)
- This is not a salaried position

### **Duties: The main activities of the NtN Coordinating Intern are:**

- In our call center
  - Handle inbound calls within a friendly volunteer coordinating office environment
  - Enroll clients (Neighbors) for our services (e.g. essential transportation, grocery shopping assistance, paperwork help, caregiver relief, friendly phoning and visiting, safety programs, etc.)
  - Schedule our Neighbor's service requests and Volunteers to assist our Neighbors
  - Refer community members to other social service organizations in our community
  - Be familiar with Neighbor to Neighbor services, programs, policies, and procedures and be able to convey that information clearly and courteously.
  - Assist "walk-in" clients b& volunteers who come to the office
- Perform other duties and responsibilities as assigned and explained above

### **Requirements:**

- Exceptional customer service skills
- Ability to multi-task and prioritize duties and assignments
- Ability to work promptly and accurately
- Strong computer literacy
- Efficient data entry skills

Reports to: Executive Director

To Apply: Email cover letter and resume with Internship Application in the 'subject line' to [neighbor@northlink.com](mailto:neighbor@northlink.com). For more information call 928.775.6145.