



THE
OASIS
CENTER
FOR WOMEN & GIRLS

*Improving the lives of women and girls
through celebration and support*

INTERNSHIP JOB DESCRIPTION FORM

POSITION TITLE
Member Services Intern

DEPARTMENT/AGENCY	DEPARTMENT/AGENCY CONTACT
United Partners for Human Services	Kimberly Galban

DEPARTMENT/AGENCY ADDRESS	TELEPHONE AND FAX NUMBERS
317 East Call Street	850-942-2569 * 850-681-8713

DEPARTMENT/AGENCY CONTACT E-MAIL
kgalban@unitedpartnershs.org

MAJOR OBJECTIVES
<i>Give a brief statement as to what the main purpose of your department/agency is and a general statement as to what the intern's role will be in helping to reach departmental/agency objectives and goals.</i>
United Partners for Human Services is a coalition of non-profit human service agencies and supportive agency leaders who work together to improve our local human services delivery system. It currently has over 100 members in the Big Bend region and we are looking to increase that number by the end of the year.
The Member Services Intern will help provide members with value added services by organizing various events and training opportunities for UPHS members.

MAJOR RESPONSIBILITIES
<i>As specifically as possible, give a listing or description of what the intern's responsibilities will include while in your department/agency.</i>
Responsibilities include: Organizing peer to peer networking lunches for our members and their employees, Helping the Executive Director develop a training schedule for the members and general public

QUALIFICATIONS

Please specify the necessary qualifications that an intern should have before entering your department/agency (i.e. computer skills, customer service experience, etc.)

Knowledge of Microsoft Access and Excel

Ability to learn new programs such as CiviCRM, a web based constituent relationship management software. Training will be provided but the intern must be a quick learner.

Customer service skills

TIME AND PLACE

Please include the general hours and days of the week you would like for an intern to work with your department/agency and where the intern will be performing his/her duties.

The hours are flexible. The UPHS office is open from 8:30 a.m to 5:00 p.m. Monday through Friday.

COMMITMENT

Please specify the minimum number of months and minimum number of hours per week you need from the intern, based on your investment in training and supervision.

A minimum of 3 months is required with a minimum of 10 hours a week.

BENEFITS TO THE VOLUNTEER

Please list any benefits the volunteer could potentially receive from accepting this position (i.e. a new skill is learned, meeting new people, etc.) other than the standard benefits they all receive (free parking, etc.)

The volunteer will become very familiar with the Executive Directors and other staff members of the human service organizations in the Big Bend Area. This person will also benefit from learning how to use CiviCRM and its components which is open source software.