



Donations Inventory Intern Project Description

Title: Donations Inventory Intern (Refugee Services)

Reports to: Housing Coordinator

Summary: This internship position supports Catholic Charities staff with the Refugee Services donations programs, including the Reception and Placement (R&P) and Match Grant (MG), and assists with equipping refugee families as they navigate the United States. This opportunity will provide experience in social services for a medium-sized non-profit organization by allowing the intern opportunity to organize, inventory, and manage donations, including implementation of a barcode tracking system and creation of streamlined procedures for the intake and disbursement of donations.

Start Date: Flexible

Duration: Flexible; 8 hours per week minimum, 24 hours per week preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Housing Coordinator, the Donations Inventory Intern will:

- Organize and maintain donation rooms
- Conduct inventory of donated items
- Complete in-kind donation forms in accordance with grant requirements
- Assist with pre-arrival shopping
- Assist with creating and implementing streamlined procedures for the intake and disbursement of donations, including implementing a barcode tracking system for Refugee Services donations
- Maintain complete and accurate documentation, including paperwork, records, and case notes per grant requirements
- Manage timely and professional communication
- Attend and participate in agency, program, and departmental trainings, meetings, activities, programs, etc. as required
- Assist with other activities that support the Housing and Donations department, as requested

QUALIFICATIONS

Currently has or is pursuing an undergraduate or graduate degree in Business Administration, Nonprofit Management, Information Technology, or a related field. Ability to work independently required. Previous work or volunteer experience in non-profit organizations preferred.

Computer Skills

Demonstrates strong computer skills and familiarity with commonly used programs, including Microsoft Office Suite. Ability to learn and effectively use various data collection and database management systems to record data required. Demonstrates strong proficiency with Internet tools and techniques for searching, extracting, and processing information.



Workplace Ethics

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Communication Skills

Exhibits strong interpersonal communications, including written and verbal communication skills. Keeps others adequately informed and exhibits excellent team building abilities. Expresses ideas and thoughts clearly. Exhibits excellent listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

Other Qualifications

Ability to successfully pass a child abuse registry check and criminal background check and requires completion of the Protecting God's Children VIRTUS training session. Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.