



SOCIAL IMPACT INTERNSHIP

The intern will assist and support the program, developmental, administrative, and executive teams of For Her. They will assist with logistics of office operations, events, outreach, data entry, research, and other duties as assigned. The intern will have the opportunity to be a part of For Her's mission of building equity for women by providing a network of support and responsive resources that promote self-sufficiency and foster holistic well-being. They will also gain experience working in a nonprofit and social enterprise where we cultivate and reward curiosity, teamwork, and leadership at every level.

RESPONSIBILITIES

- Opening and closing the community center
- Greeting all guests to the community center
- Email/phone/in-person correspondence with prospective clients, partners, and donors
- Screening incoming phone calls and transferring them to the appropriate team members
- General maintenance of the community center, including ordering supplies and scheduling cleaning
- Assist with logistics for events, marketing, and communications
- Maintain inventory for office, online shop, marketing materials, and events
- Identify relevant programs and resources available in San Antonio to help meet client needs
- File management – Filing and organizing electronic documents
- Writing, editing, reviewing, and tracking internal and external communications
- Print and assemble materials for all departments
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Balance the agency's survivor and community-centered philosophies with efficiency and productivity
- Highly developed oral and written skills
- Ability to handle multiple tasks and meet deadlines in a timely manner
- Ability to work independently, creating their own work flow and structure
- A collaborative attitude, valuing and respecting others' input
- Ability to quickly learn or have experience using apps such as Instagram, Google, Adobe Suite, Canva, Airtable, Kindful, and Salesforce
- Attention to detail and organizational skills
- Must be self-sufficient, a self-starter, and ready to learn

ACADEMIC CREDIT

The intern may receive academic credit for the internship. It will be the intern's responsibility to make arrangements with their school. For Her will provide the necessary internship description and performance review upon request. Compensation may be available if enrolled in Alamo Colleges Community Work Study.

PHYSICAL REQUIREMENTS

- Sitting for extended periods of time while on the computer and telephone
- Lifting of heavy boxes as needed
- Ability to walk up and down stairs
- Must have a vehicle available to run errands, attend events, etc.

WHAT YOU WILL GAIN

- Knowledge of various elements of a social services nonprofit and social enterprise and an understanding of For Her's work and its impact on the local community

- The opportunity to interact and meet a network of committed professionals in the areas of nonprofit, communications, business, government, and academic sectors
- Skills related to data analysis, research, communications, marketing, branding, and development

LENGTH OF INTERNSHIP

- Length of internship is flexible and will be agreed upon in advance by the intern and For Her intern supervisor
- Up to 25 hours a week Monday - Thursday, some nights and weekends required

Please complete an application at iamforher.org/about-us/careers. For more information about us, visit iamforher.org. No phone inquiries, please.