

Volunteer & Event Assistant Intern

Guiding Light Mission exists to create a healing experience that allows individuals to discover a new life in Christ. We expect re-engagement in community. We provide food and shelter to all and resources to men that support their social, physical, spiritual, and intellectual needs.

We are seeking an intern to help assist with volunteer coordination and event planning.

The individual must be self-starting, motivated, and have good communication skills. The individual must interact professionally with clients, staff, and volunteers as needed. The individual must show good judgment and problem-solving skills.

Strong organizational skills, reporting skills, and communications skills are a must.

Must be proficient with Microsoft Office.

Responsibilities

- Assist with scheduling volunteers and various volunteer research
- Communicate with House Managers to plan volunteer visits
- Develop opportunities to show appreciation to volunteers
- Assist with creating and developing communication pieces to volunteers
- Participate in development department team meetings and bring volunteer perspective to department initiatives
- Set event timelines & logistics
- Manage event details with vendors, staff, & volunteers
- Coordinate the design & distribution of event communications
- Organize the mailing list & promotional plan for recruiting past & new participants
- Determine & implement sponsor recruitment plan
- Work within a set budget
- Coordinate all day-of event logistics, including food, beverages, program plans, prizes, volunteers, and misc. needs
- Track all event details for future reference
- Other Development Department project support as needed

Time commitment: 16 hours/week. May include some evenings and weekends, as needed.

Reports to: Kari Oosterbaan, Volunteer Coordinator

Compensation: unpaid; a written letter of recommendation upon favorable completion; access to print materials for portfolio use.

If interested, please provide resume to Kari Oosterbaan, kari@lifeonthestreet.org or
255 S. Division Ave. SE, Grand Rapids, MI 49503.