



## ReStore Marketing and Business-Management Intern

### Job Description

The successful candidate will work with the ReStore manager to discover new sources for donated building materials and tools. They will maintain an ongoing relationship with current and new commercial donors which will result in increased sales in the ReStore. The intern will also act as a liaison between Habitat for Humanity and his/her campus and student programs.

### Tasks may include

- Network with local vendors, builders, and other potential ReStore donors
- Recruit new and foster regular donors to the ReStore and increase awareness of the program
- Establish a tracking procedure for corresponding with current and potential donors, as well as initiating consistent contact with ReStore donors for ongoing participation
- Create a self-sustaining marketing and advertising procedure for targeted donors
- Assess other ReStores and best practices used by them for successful solicitation
- Other duties as assigned

### Benefits to the student

This internship is an excellent opportunity for a conscientious student to work closely with a highly skilled non-profit manager to improve operations and approach area companies and individuals who, like the student, hope to make a difference in their own neighborhoods. The student will be able to hone his/her written and oral communication skills, learning how to effectively interact with potential donors and as well as volunteers and members of the community. This is also a fantastic opportunity for the student to widen his/her pool of contacts within an internationally renowned organization that changes lives.

### Qualifications

- Student enrolled in accredited school of higher education
- Strong verbal and writing skills (communication skills)
- Computer proficiency (Microsoft office)
- Analytical and problem solving skills
- Ability to multi-task and to work independently
- Commitment to the mission and principles of Greater Cleveland Habitat for Humanity

Internship has a paid stipend, with the expectation of at least 140 hours per semester (roughly 10 hours per week).

Submit resume and cover letter to:

Greater Cleveland Habitat for Humanity, Attn: Volunteer Programs Director

6920 Union Ave., Cleveland, Ohio 44105

Email: [volunteering@clevelandhabitat.org](mailto:volunteering@clevelandhabitat.org)

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