



## Resource Development Intern

### Position Description

Habitat for Humanity Central Arizona is an independent 501 c (3) nonprofit. We operate throughout Maricopa County and in parts of Pinal County. Our goal is to provide simple, decent, affordable housing for well deserving low-income families. To date, HFHCAZ has built more than 740 homes. We coordinate the participation of the community through sponsorship opportunities and volunteerism.

Habitat for Humanity Central Arizona is currently seeking individuals to participate as interns with the affiliate during the summer of 2010. We have one opening for an individual on our Resource Development Team. The Resource Development intern will work in conjunction with the Corporate and Faith Relations Managers to ensure excellent customer service for Habitat for Humanity home sponsors. The intern will help establish and revise practices, which enable the department to operate more efficiently.

<b>Position Title:</b>	<b>Resource Development Intern</b>
<b>Responsible to:</b>	Faith Relations Manager
<b>Department:</b>	Development
<b>Time Commitment:</b>	Wednesday and Saturday, 6-8 hours a day
<b>Location:</b>	Phoenix Office

### Responsibilities:

- Assist in the development of corporate and faith groups in Maricopa and Pinal County.
- Support sponsor volunteer groups in preparation for the build day and on the worksite.
- Identify community resource near build locations to aid groups in their volunteer efforts.
- Create a prospect in-kind donor list for special events.
- Gather the history of build locations with the affiliate.
- Map directions and locations of future build sites and locations of participating coalition churches.
- Develop house folders for 2009-2010 and 2010-2011 build seasons.
- Other duties as assigned.

### Qualifications or Special Skills:

- A strong, independent spirit and mind are a must. The position will require the intern to often work independent of direct supervision and may require decision-making.
- Safe driving record and ability to travel.
- A positive attitude that will reflect the spirit of HFHCAZ.
- Comfort and knowledge of Microsoft Office 2003, including Word and Publisher is required. Adobe Photoshop Elements and Raiser's Edge skills are helpful.
- Excellent communication skills; written and verbal.
- Ability to commit to the time requirements.
- Punctuality.

### Training:

- On the job training, as well as that provided by Habitat staff.

This is a great opportunity for anyone looking to enhance their resume and build experience in the non-profit field. Any interested individuals should contact Cassandra Jarles at [cassandra@habitatcaz.org](mailto:cassandra@habitatcaz.org) to schedule an interview.