



**Veterans
Serving
Veterans
Organization,
Inc.**

Veterans Serving Veterans Organization, Inc. Nonprofit Internship

Job Type

Part-time / Full Time

Shift and Schedule

Monday to Friday, 8:00am to 4:00pm

Full Job Description

Veterans Serving Veterans Organization, Inc. (VSV) is looking for individuals with a drive to help others, complete projects at the highest level, and willing to learn new skills.

Our organization is committed to dramatically improving the lives of veterans and their families by providing housing solutions, essential needs, and education opportunities. Our goal is to assist these veterans and their families by providing immediate support to the needs they have, while providing long term solutions to these needs in the future.

Submission

- Contact info@vsvf.org with your Resume
- Cover Letter is preferred but not required

Benefits/Perks

- Direct Nonprofit Experience
- Career Growth Opportunities
- Hands-on Experience
- Opportunity for Permanent Position
- Option for Full-Time or Part-Time Role

Job Summary

We are seeking a motivated and driven Nonprofit Intern to assist our team and gain experience in the nonprofit field. With this internship, you will assist our organization in vital projects of all programs. Some of these responsibilities will include grant and sponsorship research, fundraising tasks, event planning, and community outreach. The ideal candidate is self-motivated, willing to learn, familiar with veterans, and has strong writing or researching skills.

Responsibilities

- Research current and future grant and sponsorship opportunities
- Assist in grant and sponsorship proposals
- Contribute to and attend events
- Communicate with partnership representatives when needed
- Update and organize files or folders



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- Communicate with and locate fundraising opportunities
- Represent our organization in a professional, positive and appropriate manner
- Assist in program responsibilities when needed

Qualifications

- High school diploma/GED required; some college preferred
- Basic MS Suite experience
- Familiarity with standard office equipment such as printers and fax machines
- Some experience with veterans or nonprofit work preferred

Sincerely,

Devin Kelly
Vice President of Operations
Veterans Serving Veterans Organization, Inc.
