

BakerRipley

Community Developers

BakerRipley is a nationally recognized, Houston-based 501(c)(3) nonprofit that brings resources, education, and connection to nearly 600,000 children, youth, adults and seniors across Greater Houston each year.

BakerRipley has a 114-year reputation as a trusted nonprofit with a proven track record of responding to the growth and change in our region. Founded in 1907 in Houston's Second Ward (today's East End), we are the largest community development organization in Texas, delivering holistic community-based services in the areas of immigration, workforce and career development, education, senior care, wellness, and community engagement.

Our Mission: To bring resources, education, and connection to emerging communities.
Our Vision: To crush inequities by maximizing the assets of communities where we operate.

Job Title: **Volunteer and Partnerships Intern**
Location/Branch: 4450 Harrisburg, Houston TX 77011
Compensation: Stipend
Time Commitment: 35 hours per week, (exclusive of lunch/dinner) for an eight-week period
Supervisor Name: Sandra Moreno Estrada
Supervisor Position: Manager of Volunteer Engagement
Phone Number: 713-816-4954
Email Address: Smoreno@bakerripley.org

Job Description

You are supporting the agency's volunteer and partnerships efforts to support and grow partner and volunteer satisfaction and engagement.

Qualifications

This position requires a mature individual who:

- Possesses excellent communication skills, both written and verbal.
- Strong interpersonal skills, dependable, self-motivating, uses time effectively, has high energy and enthusiasm, and is a creative thinker when handling new tasks.
- Administrative, IT and computer, copier, a scanner/fax machine knowledge, maintain records, and produce clear written and oral reports.
- Experience of managing or coordinating projects and people.
- Attention to detail, strong organizational skills, and the ability to manage a variety of tasks.
- Can lift approx. 5 lbs., can walk 10% of the day, stand 10% of the day and sit 30% of the day.

Responsibilities

- Supporting programs without dedicated volunteer manager (Disaster Response, Immigration, Community Centers, Economic Opportunity, Adult Education, Community Engagement, Charter Schools, etc.).
- Support management and data entry for Volunteer and Partnership databases/CRMs.
- Managing, printing, and issuing agency volunteer name badges.
- Assisting with large-scale agency events.
- Coordinating and attending recruitment events on behalf of agency.
- Assist in planning volunteer appreciation and retention strategies.
- Assist with corporate and individual volunteer events and in-kind donations.
- Observe state and local civic meetings and events and report on findings relevant to BakerRipley interests.
- Support Partnerships, Advocacy, and Public Policy projects with prospect research and other duties as needed.
- Semester End Project: Create a Recommendation on prospective partnerships for the agency.

EARN. LEARN. BELONG.™



BAKERRIPLEY.ORG
A United Way Agency

713.667.9400

P.O. Box 271389, Houston, TX 77277



BakerRipley

Community Developers

Supervision and Resources

Supervision will be both informal and formal including:

- Weekly meeting with Manager of Partnerships
- Exit interview with Manager of Partnerships upon completion of internship.
- Resources available to the intern will be:
 - Information on/invitations to professional trainings offered by the agency (Interns may attend free of charge or at same discounted rate as staff).
 - Specialized on-the-job training by various staff.

EARN. LEARN. BELONG.™



BAKERRIPLEY.ORG
A United Way Agency

713.667.9400

P.O. Box 271389, Houston, TX 77277

