THE BEACH PROJECT

Job Description: Intern - Programs, Funding, & Volunteer Coordination

Job Title: Intern, Programs, Funding, & Volunteers
Systems Title: Intern, Programs, Funding, & Volunteers
Position Type & Work Schedule: Flexible; no set daily/weekly schedule
Position & Pay Type: Unpaid Internship
Employment Category: Temporary
FLSA Category: Intern/Administrative
Work Location: Remote
Reports to: Katie Jordan, Founder & Executive Director

Responsibilities

The 'Intern - Programs, Funding, & Volunteers' will assist the Executive Director in the below endeavors:

- Program research and proposals to leadership
- Grant research and application submission
- Volunteer partnership establishment (with corporations, schools, and other organizations)
- Volunteer recruitment and point-of-contact
- Clean-up event scheduling, creation, and attendance
- Program scheduling, creation, and attendance
- Other administrative office duties, as assigned

Skills & Qualifications

- Ability to perform work independently in a remote setting
- Ability to perform work on a personal laptop device (non-reimbursable by the organization)
- Proficiency in Google Suites
- Excellent written and verbal skills
- High level of curiosity and desire to learn
- High level of attention to detail
- Post-secondary education, preferred

Requirements

- Interns must have a personal computer and Wifi.

Updated 12 December 2024