

Intern Job Description: General human services/nonprofit internship. The Essentials Store is a Christian organization that is a ministry of Frontline Community Church. Essentials is a volunteer-run storefront that serves the community through providing many different kinds of products such as personal hygiene items, cleaning supplies, diapers, and various household goods. With \$20 a year membership, our members can come in and shop once a month without scheduling an appointment.

Position: General humans services/nonprofit internship

Intern Description: The Essentials Store seeks a dynamic, self-starter to assist in day to day operations, as well as special projects as assigned. This may include marketing and communications efforts, creating new programs, connecting with other organizations, etc. This internship is an excellent opportunity to experience various aspects of the human services and nonprofit sector.

Responsibilities: • Assist with day to day operations of the store including, stocking shelves, checking members into the database, assist members in shopping, praying with members, complete new member intakes member • Assist in updating and maintaining Essentials social media presence • Assist in planning, writing and managing quarterly eNewsletter • Assist with special events • Assist with outreach to community organizations, public, and donors with the message about The Essentials Store's mission and needs. • Collaborate with staff on new ideas, directions, and programs

Qualifications: • Completed or working toward a college degree, preferably in a related field (e.g., Human Services, Social Work, Nonprofit) • Must be computer literate (working knowledge of word processing, PowerPoint, Excel) • An effective communicator, both written and oral • Ability to communicate in a professional manner with community contacts • Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines • Creative and critical thinker • Enthusiasm for the mission of The Essentials Store and the families we serve • Committed to Jesus Christ as Lord and Savior

Start Date: Position open until filled, requires 1-2 semester commitment.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 5 hours can be completed remotely.

Compensation: This is an unpaid/volunteer internship

To Apply: Please send cover letter and resume to [ddoerner@frontlinegr.com](mailto:ddoerner@frontlinegr.com)