



Part-Time Program Intern

Hours: Up to 5 per week

Timeframe: Ongoing

Job Location: Habitat for Humanity of Douglas County

Reports to: Community Engagement Coordinator

This paid internship will provide valuable, real-world experienced for a high-producing Habitat affiliate that builds strength, stability, and self-reliance through shelter for families in Douglas County.

Purpose:

To provide administrative support to Habitat for Humanity of Douglas County programs

Duties:

- Program support
 - Provide support to programs and services and staff to carry out cross-departmental projects and initiatives.
 - Participate in and support special projects as needed.
- General office support
 - Database entry
 - Handle sensitive information and maintain complete confidentiality.
 - Other duties as assigned

Qualifications:

- Must be at least 18 years
- Demonstrate an enthusiastic passion for Habitat's mission
- Ability to work independently, handle multiple tasks, and produce results
- Possess flexibility, tact, and organization skills
- Excellent communication skills
- Time management and ability to meet deadlines.
- Proficiency in Microsoft Office Suite along with being comfortable on computers

To apply:

Please send a cover letter and resume as one document to careers@hfhdouglascounty.org