



Description of Volunteer Services Office Intern

LSA Family Health Service, founded by the Little Sisters of the Assumption, strengthens and empowers vulnerable families and children by meeting their basic needs for food, healthcare, education and a safe home, in the belief that affirming families in their own dignity improves the entire community. They have been operating in East Harlem since 1958. Today, as a nonprofit agency, they proudly honor their mission, roots and their founders' choice to value and respect diversity and the differences between us—including race, gender, religion, income, lifestyle or nation of origin.

Volunteer Services helps to support volunteers throughout the agency as well as creating partnerships that help support LSA programming through in-kind and other ways of support. Volunteer Services is part of LSA's Development Program, which is responsible for all aspects of promoting LSA in order to raise awareness about the organization and to raise funds and in-kind donations to support the work of the organization.

Volunteer Services Office Support Intern

Schedule: 10 hours/week. Flexible hybrid schedule although some Monday and/or Wednesday in-person hours 10am-3pm required. Flexible schedule as it relates to events.

Support efforts in our Volunteer Services/Development Office by researching and reaching out to donors that can support LSA through in-kind donation support that leads to food and other material goods donations (i.e., school supplies, diapers, holiday adopt-a-family support) to help new asylum seekers with material needs.

Interns will receive a stipend of \$4,500 in addition to \$250 to cover transportation expenses.

Duties to include:

- Coordinate and access in-kind donations
- Research new corporate partners for LSA who can offer in-kind and other funding means of support to LSA
- Assist in outreach for new community partners (schools, churches, other organizations) that can help leverage support for LSA
- Offer administrative support for Volunteer Services as may be needed (Excel or new volunteer tracking program)
- May be asked to photograph LSA program events for social media

Position to start ASAP through spring semester 2023

Please submit a resume, cover letter and the name and contact details for one faculty recommender to Trish Gough, tgough@lsafhs.org by October 14, 2022. In the cover letter, please explain why you are drawn to this position.