



Position Volunteer Outreach & Management Intern

Location Los Angeles, CA

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Volunteer Outreach & Management Intern, to be filled as soon as possible.

Position Summary:

Volunteer Outreach & Management intern position is a challenging and rewarding opportunity for those with a strong desire to be involved in the non-profit sector, humanitarian relief efforts and international development. The Intern will work with the Volunteer/Internship Program Associate and will assist with managing and growing Relief International's international and domestic volunteer programs. Applicants should be interested in working in the non-profit sector and specifically in volunteer management, have an academic grasp of international relations and/or international development, have experience in an office environment, and should have the ability to adapt quickly and efficiently to a fast-paced and demanding environment.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Undertake specialized research projects to shape Relief International's volunteer programs
- Assist in recruitment of domestic and international volunteers
- Research grant opportunities to support volunteer programs
- Supports the organization administratively as needed

QUALIFICATIONS & REQUIREMENTS

- Available for at least 12-15 hours a week.
- A dynamic individual with a demonstrated ability to multi-task.
- Strong internet research abilities.
- Strong interpersonal skills and ability to work independently as part of a team.
- Highly involved in campus life and extra-curricular activities.
- Second language desired.
- Good organizational skills and detail-oriented.
- Demonstrated interest in international development and relief efforts with a strong commitment to local and global social justice.
- Graduated from or currently working towards a degree in international relations, business, or related.

Salary: Unpaid, transportation stipend of \$10 a day and academic credit available.

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, and 3 supervisory references (including name, email and phone number), with the date of availability to intern@ri.org. Incomplete applications will not be considered. The email subject line should include the following: Volunteer Outreach & Management Intern – LA.