

Date Posted: 3/5/13

Job Opportunity Posting

Job Title:	Non-Profit Management Intern
Employer/ Agency:	Casa de Esperanza de los Niños
Job Description:	<p>Casa de Esperanza (The House of Hope for Children) seeks a Non-Profit Management Intern. This position provides administrative support to the Directors of Casa de Esperanza and the Development Department. Job responsibilities will vary depending on the year, but may include: assisting with the donor database and agency website; help solicit donation items; grant research; gift acknowledgements; tracking donations; assisting with grant writing and/or reporting; assisting with various special events; significant involvement with the annual gala; and providing other clerical support to the Development Director. The intern may also assist with Governing Board events and reports, licensing revisions and state contract revisions as needed. This is a full time position – typically Monday through Friday, but there will be some evening and weekend work for special events so applicants must be flexible in their work schedule.</p>
Qualifications:	<p>Applicants must be 21 or older and have a Bachelor’s degree. No specific major is required, but the position would be a good match for those majoring in Public Relations, Communications, or other similar fields of study. Applicants must effectively communicate orally and in writing and be able to manage a wide array of tasks, projects, and responsibilities.</p> <p>Candidates will need excellent interpersonal and public relations skills and demonstrate the capability to conduct one’s self in a calm and professional demeanor while interacting with the public and/or with difficult situations. The position requires significant attention to detail, superior organizational and writing skills and the ability to work quickly and efficiently. Candidates should be skilled in Microsoft Office applications and social media, and willing to learn other applications as needed.</p>
Salary/Hours:	Salary w/ benefits – Full Time; one year commitment
Employer/Agency:	Casa de Esperanza
Address:	PO Box 66581
City, State, Zip:	Houston, TX 77266
Contact Person:	Lori Hudalla
Contact Title:	Coordinator of Personnel & Recruitment
Telephone Number:	713-529-0639
Fax Number:	713-529-9179

Email Address: lhudalla@casahope.org

Application Method: E-mail to Lori Hudalla at lhudalla@casahope.org

Opening Date: April or May – Open to discussion

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.