



Books for Keeps, Inc.
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(706) 410-1912
www.booksforkeeps.org

Books for Keeps seeks Program & Volunteer Management Intern

The basics:

- Commitment lines up with summer break. Interns available to work through Fall 2020 will receive priority.
- Hours: 10 to 20 hours per week; flexible time arrangements possible, with ability to work at home.

About Books for Keeps:

- Mission: Books for Keeps works to improve children's reading achievement by addressing barriers related to the accessibility and appeal of reading material. We give books to children whose reading opportunities outside of school might be otherwise limited due to geography, income, or other factors.
- Founded in 2009, incorporated as a nonprofit in 2011, Books for Keeps is a small, but mighty, local nonprofit founded and based in Athens.
- With just three employees, Executive Director Leslie Hale, Program Manager Justin Bray, and Community Outreach Coordinator Rainey Lynch, the possibilities for making an impact on the organization and learning about the nonprofit sector are extensive.
- Books for Keeps is a young, growing organization with many opportunities and challenges that an intern would have the chance to help navigate.

Job Description:

- This internship will focus heavily on our program "Stop Summer Slide" and the many ways that interacting with volunteers and managing service shifts contribute to the overall mission. Interns will have the opportunity to gain a deeper understanding of all aspects of the program. inventory processes, volunteer recruitment, management, and communications, etc.
- As opportunities arise and align with student intern interests and/or strengths, other duties may include:
 - Donor communication, including thank-you letters and fundraising appeals
 - Event planning
 - Keeping donor and fundraising records up to date
 - Volunteer management
 - Content Creation and Audio/Video Post Production
 - Program Evaluation through data analysis
- The intern's direct supervisor will be Program Manager Justin Bray.

Requirements:

- The ideal candidate will have superb organization and time-management skills, excellent interpersonal communication skills, and have the ability to self-start.
- Preferably students interested in communications, social work, and/or public service careers.
- Must be able to bend, lift and carry full boxes of books (up to 35 pounds apiece) and stand for extended periods.
- Knowledge of adobe suite, content creation, and volunteer experience is a plus

- Internship start date is flexible and applications will be reviewed as they are received.
- To apply, email resume and cover letter to Justin Bray, Justin@booksforkeeps.org