

Intern Job Description: Volunteer Coordinator Intern

Organization: Needs Inc., is a non-profit organization that provides basic necessities to residents of Laramie County that are in need. Our primary focus is food security, but we also provide clothing, housewares, linens, and school supplies.

Position: Volunteer Coordinator

Description: Needs Inc., seeks motivated individual to assist in the development of volunteering onboarding processes. This individual would also coordinate the weekly volunteers and their duties. The ideal candidate will be looking to grow and expand their skill set while working within a well-known community based non-profit organization.

Responsibilities: Develop volunteer onboarding processes. Coordinate the weekly duties of volunteers. Additional tasks pertinent to the everyday operations of the organization.

Qualifications: Outstanding customer service, communication, and organization skills.

Start Date: Position open until filled, requires a 6-12 month commitment.

Hours: 10-15 hours per week

Compensation: This is an unpaid/volunteer internship

Intern Job Description: Grant Writing Intern

Organization: Needs Inc., is a non-profit organization that provides basic necessities to residents of Laramie County that are in need. Our primary focus is food security, but we also provide clothing, housewares, linens, and school supplies.

Position: Grant Writing Intern

Description: Needs Inc., seeks motivated, self directed, individual to assist in finding and securing grants. The ideal candidate will be looking to grow and expand their skill set while working within a well-known community based non-profit organization.

Responsibilities: Locate potential grants and assist in securing them for the organization. Additional tasks pertinent to the everyday operations of the organization.

Qualifications: Ability to write professionally and self direct research.

Start Date: Position open until filled, requires a 6-12 month commitment.

Hours: 10-15 hours per week

Compensation: This is an unpaid/volunteer internship

Intern Job Description: Marketing and Public Relations Intern

Organization: Needs Inc., is a non-profit organization that provides basic necessities to residents of Laramie County that are in need. Our primary focus is food security, but we also provide clothing, housewares, linens, and school supplies.

Position: Marketing and Public Relations Intern

Description: Needs Inc., seeks motivated marketing specialist. The ideal candidate will be looking to grow and expand their skill set while working within a well-known community based non-profit organization.

Responsibilities: Marketing of fundraising events and services provided by Needs Inc. Management of Needs Inc.'s social media platforms including but not limited to Facebook and Instagram. Additional tasks pertinent to the everyday operations of the organization.

Qualifications: Proficient understanding of social media platforms including but not limited to Facebook and Instagram. Outstanding creativity, time management skills, and ability to work well with a team.

Start Date: Position open until filled, requires a 6-12 month commitment.

Hours: 10-15 hours per week

Compensation: This is an unpaid/volunteer internship

To apply for any of the jobs, please send a resume and cover letter to director@needsinc.org