

## Nonprofit Administration Intern

**This position will support four different teams at Vision House in two six-month segments:**

**Internship position location: Renton, WA**

**June-November:** Administration and Resale

**December-May:** Children's Village Child Care Center and Human Resources

### Administration

- Develop church strategy and communication.
- Participate in daily administrative tasks.
- Support special projects.
- Help with residential unit checks and "Resident Store".

### Resale

- Set up an EBay account for Thrift Store and investigate any other on line selling possibilities.
- Develop policies and procedures for Thrift Store and Warehouse, for staff and volunteers including Clean outs.
- Assist in writing policies and procedure for daily operation of the thrift store and warehouse.
- Assist with Merchandising and clothing for display.
- Sell merchandise to customers and gives information about products and prices.
- Assist in clean outs and one day sales.

### Children's Village Child Care

- Develop and engage in weekly Enrichment Programs.
- Assist in weekly lesson plan development.
- Assist in teaching Enrichment Classes.
- Schedule training opportunities for staff.
- Purchase classroom materials.
- Monitor classroom budgets.
- Schedule parent-teacher conferences.

### Human Resources

- Develop process and procedures on the full employee life cycle:
  - Develop job descriptions.
  - Post job openings.
  - Review resumes.
  - Set up interviews and participate in the interview process.
  - Review and process applications, reference and background checks.
  - Prepare the Job offer.
  - On-boarding/New hire orientation.
  - Benefits enrollment.
  - Separation.
- Documentation of other HR processes and HR practices if Intern needs additional projects.