



Administration Summer Intern

Duties and Responsibilities:

- Research new and upcoming toys
- Find new ways to display wish lists for companies
- Type up wish lists on labels with names in Excel spreadsheet
- Label all ornaments for companies and separate by age
- Update angel forms
- Update list of angel family donors
- Make up reminder postcard to send out to angel family donors
- Organize the holiday closet
- Review publications
- Update our donor list for the holidays
- Help to plan and organize the details of agency wide retreat – food, gifts, treats, etc.
- Put together gift bags for agency wide retreat
- Take an active role in the planning of and participation in the two Summer Intern activities
- Help devise a social media strategy for outreach to 18 to 25 year olds which will include using your social media channels to actively promote Domus

Qualifications:

- Committed to the Domus core principles and Sanctuary Model® commitments
- Detail-oriented
- Strong organizational skills

- Knowledge of data entry, internet browsers, and upload/downloading
- Strong work ethic and willingness to learn
- Ability to work independently and as part of a team
- Comfortable with Microsoft Office Suite
- Concern for the population we serve