



**Organization:** Fellowship Square Foundation

**Position Title:** Intern, Resident Services Coordinator

**Status:** Part-Time

**Hours Details:** Flexible Hours, minimum 12 hours a week, for at least 12 weeks (minimum 140 total hours)

**Pay Details:** Unpaid position; college credit and limited stipend may be available

**Location:** Reston, VA

**Supervisor:** Resident Services Director

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to improve the lives of older adults who struggle to make ends meet by providing them with affordable housing and supportive services. FS is seeking a self-motivated individual to support our programs and activities for residents. FS is fast-paced mission driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, program development and assessment.

**Responsibilities:**

- Create and conduct resident surveys, questionnaires, focus groups as needed; compile results and deliver reports on outcomes
- Compile resident data from Resident Services Coordinator HUD reports to develop aggregated data reports for Fellowship Square services
- Assist with tracking resident participation in Fellowship House programs and events
- Research opportunities to promote FS to local companies that have community engagement / volunteerism as a top priority for its employees
- Capture pictures and video testimonials from residents, volunteers and community partners
- Enter hours of volunteer groups and individuals in FS's donor management software, DonorPerfect
- Add FS volunteer opportunity info to community calendar postings and other free online listings
- Assist with outreach to current and prospective FS partner organizations
- Assist with all FS community outreach events

**Qualifications:**

- Display a can-do attitude and provide excellent customer service
- Adept computer skills, including Microsoft Applications (i.e. – Outlook, Word, Excel, PowerPoint)
- Working knowledge of database (CRM) systems
- Knowledge in WordPress, Survey Monkey (or similar online survey tool) and Adobe a plus
- Strong interpersonal skills
- Communicate clearly and effectively through writing and speaking with people from diverse backgrounds
- Organizational skills including strong attention to detail, ability to multi-task, prioritize and exercise good judgement.

**Expectations:**

While the dates and times you work can be flexible, we do ask that once you determine your schedule that it remains consistent throughout the internship. Time off for holidays and vacations will be granted; and other adjustments can be made as needed. You will attend off-site meetings and activities so personal transportation is important. We do reimburse for all approved travel expenses (mileage, tolls).

You will be part of a larger team. Each property has its own onsite staff and FS has a staff of 9 people. You will participate in staff meetings, committee meetings with Board members and other meetings relevant to your role. This is a great opportunity to meet people and learn more about senior housing, nonprofit management, and other important skills. Your success is important to us and you will have many people willing to help you learn all you need to know to have the best internship experience.

**To Apply:**

Send cover letter and resume to [info@fellowshipsquare.org](mailto:info@fellowshipsquare.org).