Duffy Books in Homes USA – Community Program Intern

Duffy Books in Homes USA Inc. is a Not for Profit corporation dedicated to increasing literacy by delivering free books to elementary aged students in need. Working with public schools in New York, New Jersey, Pennsylvania and California in which 50% or more of the students are economically disadvantaged Duffy Books in Homes is a community literacy ambassador and educational partner dedicated to instilling a lifelong love of reading among children. We are currently ready to expand our operations nationally and seek a Community Program and Marketing Intern to help us meet our goals (and have fun doing it!)

Duties:
The primary duties of the Community Program Intern will be:
1. Creating Duffy Books In Homes Volunteer Handbook & Orientation
2. Assisting in selecting a volunteer management system
3. Assisting in recruiting and growing the Duffy Books in Homes Volunteer network

The secondary duties of the Community Program Intern will be:
1. Organizational administrative duties as needed.
2. Helping to plan promotional, school, and community program, outings and meetings. Attending if possible.
3. Helping to raise funds, which includes assisting with fundraising events, follow up calls, mailing thank you letters, etc.

Internship Specifications:
1. 15 – 20 hours a week (specific schedule will be decided on prior to hire)
2. Work under the Community Program and Marketing Manager
3. Must have a passion for helping underserved children and a willingness to go above and beyond to bring high quality programming to children that would not otherwise have access to literacy resources.

CONTACT
Jessica Bradbury - jbradbury@dbihusa.org

HOW TO APPLY
Please send cover letter and resume to jbradbury@dbihusa.org

COMPENSATION DETAILS AND OTHER BENEFITS
Unpaid. Will offer college credits if permitted by university.