



Habitat for Humanity of Durham, Inc. Development Department

Intern - Volunteer Management

Part-time – 10-15 hours per week

Who We Are:

[Habitat for Humanity of Durham](#) (Durham Habitat) is a community-based low-income housing developer which builds, rehabs, and repairs homes in Durham. Founded in 1985, Durham Habitat is an affiliate of Habitat for Humanity International (HFHI).

Since 1985, Durham Habitat has built - and sold - more than 450 homes and repaired more than 500 (non-Habitat) homes in partnership with hard-working, low-income neighbors in Durham. Through our "home for a home" tithe program, for every home we build in Durham we also support the funding of an affordable home in partner countries, especially Honduras. We are passionate, innovative, and tireless advocates for affordable housing through community engagement and we invite those for whom our mission, values and work resonate to consider joining the team.

Job Overview

Durham Habitat seeks to fill a newly created position, **Intern - Volunteer Management**. This position will work closely with the Volunteer Manager to serve as an inter-departmental hub, ensuring clear lines of communication and collaboration across the organization and with sponsors and volunteers. The Intern will support Durham Habitat's strategic plan and mission to build strength and stability through shelter by helping to match available volunteers with Durham Habitat needs on specific job sites and by providing support in the office. The successful candidate will bring a positive attitude of flexibility and adaptability as the position requirements may shift to meet Habitat needs. This position reports to the Volunteer Manager.

Duties and Responsibilities

1. Support the Volunteer Manager with weekly volunteer reports, confirming participation of groups, and coordinating volunteer engagement
2. Engage with volunteers on site and through email/phone, help manage arrival and check-in of groups
3. Assist in managing shifts and assignments in the volunteer database, as well as communication emails for individual and group volunteers
4. Assist with the inventory of hospitality supplies and first aid kits
5. Assist the Volunteer Manager with coordinating event needs for kickoffs, dedications, volunteer recognition events, and other projects as needed
6. Support the organization by organizing and analyzing feedback from volunteers regarding their experiences with the affiliate

Knowledge, Skills, and Abilities Required

- Ability to maintain a flexible schedule and thrive in a collaborative, fast-paced environment
- Willingness and ability to work both independently and collaboratively
- Exceptional organizational skills



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- Think creatively
- Meticulous time management
- Superior verbal and written communication skills and be comfortable communicating with individuals and groups via phone and email
- Access to a vehicle for travel to and from the work site(s)

Notice: The job description in no way states or implies that these are the only duties to be performed by the Intern occupying this position. Management has the right to assign or reassign duties and responsibilities at any time. Durham Habitat is an “at-will” employer.

Compensation: Unpaid Internship

To apply: Submit your cover letter and resume to Cara Collins at ccollins@durhamhabitat.org

Habitat for Humanity of Durham is an Equal Opportunity Employer.

More about Durham Habitat

Durham Habitat is part of a part of a global, nonprofit housing organization dedicated to eliminating substandard housing locally and worldwide. We believe that all Durham neighbors should have access to safe, stable, secure, and affordable housing. We know that because of structural racism, poverty, and other systemic injustices, housing has not been accessible to all and many face significant personal and institutional obstacles. This situation prevents our community from reaching its full potential. In order to make the dream of all having access to stable housing a reality, Durham Habitat constructs, rehabilitates and preserves homes, advocates for fair and just housing policies and provides training and access to resources to help families improve their shelter conditions. Habitat has been building partnerships in Durham since 1985.

Our Faith. Founded on Christian values in 1985, Durham Habitat partners with those who share our ideals of love, respect, compassion, and justice for all. We welcome those of any faith - or no faith - to join us building homes, hope and community in Durham.

We build and repair homes. Habitat builds new homes and rehabs existing homes in partnership with hard-working families in Durham who pay monthly, interest free mortgages. We repair homes for low-income veterans and elderly or disabled neighbors, engaging them in volunteer work and repayment programs when possible.

We build hope. Habitat homes are not given away but are SOLD to low-income neighbors who do not qualify for traditional home loans. Lower construction costs with volunteers and donated materials, zero-interest mortgages, and green building principles keep our homes affordable for our partner families.

We build community. As the lives of the families who buy our homes are transformed, Durham neighborhoods are transformed by the stability that homeowners bring to the community. We work in partnership with the communities in which we build, and we embrace asset- based community development. Our volunteer programs bring Durham neighbors together across racial, class, and socioeconomic divisions to make Durham a stronger community.

To learn more, please visit durhamhabitat.org