



INTERNSHIP PROGRAM SUMMER 2016

DESCRIPTION

Heart to Heart International assembles Personal Hygiene Kits (hygiene kits) for distribution to individuals and communities in times of crisis. Our current model meets only a small fraction of the global need for these kits. We know that many of our current and potential volunteers and their organizations are looking for meaningful philanthropic programming that facilitates teambuilding and employee/member/volunteer satisfaction.

The vision of the PowrServ program is to significantly expand the variety of kits and increase the distribution of the finished kits. This will be done by offering a high quality volunteer experience assembling various types of kits in locations across the United States. This in turn will increase the ability of HHI to aid more individuals and communities worldwide. We seek a highly motivated self-starter who thrives on the challenge of developing and growing opportunity to join our PowrServ team.

The qualities and qualifications for the successful candidate include a genuine commitment to the vision and mission of HHI. The ability to multi-task and handle multiple projects and clients at one time is essential. A high level of initiative and independence is required. Excellent written and oral communications is imperative. Being results oriented, innovative in problem solving, collaborative and trustworthy are key competencies.

DETAILS

- Non-Paid, course credit can be offered through University if applicable
- Duration: Monday June 6th- Friday August 12th
- Hours: Monday-Friday 9:00am-2:00pm

TASKS

- Sales Initiatives
 - Market research and lead identification from local, regional, and national prospects
 - Content email marketing and call campaign development
 - Cold-calling and follow-up
- PowrServ Events
 - Prep work for events: folding hand towels, wash cloths, bagging soap, outer bag creation with HHI stickers and expiration date)
 - On-Site Event Management
 - Delivering or receiving product and organizing the assembly line
 - Information table (Video capabilities, set up HHI handouts/photos on display)
 - Recording video/photo content for PowrServ use
 - Capturing testimonials from participants
 - Garnering interest for social media sharing and contests
- Social Media Engagement
 - Increase Likes/Reach
 - Upload photos from events, tagging appropriately
- Warehouse Duties
 - Assisting logistics team with assembly picking and preparation for events.
 - Some tasks require ability to lift boxes up to 50 pounds
- May require some travel in the continental U.S.

*Other tasks and duties can be customized and added based on the skills and interests of the intern and the needs of the PowrServ Team and Heart to Heart International.