

JOB ANNOUNCEMENT VOLUNTEER/INTERN (Temporary and Part- Part-time positions)

A volunteer/ Intern at a nonprofit organization is someone who participates in humanitarian, charitable, or civic service without compensation. They devote their time to helping the nonprofit organization and often choose the hours in which they are available to volunteer.

Knowledge, Skills, and Abilities Required

- Being self-motivation and skillful in time management are essential characteristics for success in this position
- Having the ability to work with a diverse group of people and to foster a cooperative work environment are vital skills to effectively executive the goals of this position

PREFERENCES:

- Bi-lingual (Spanish)
- Possess a reliable vehicle to travel to offsite activities

Minimum Qualifications

- Preferred experience 1-2 years volunteering
- Excellent written and communication skills
- Strong experience in preparing reports
- Detailed-oriented with the ability to manage multiple projects at a time
- Ability to commute to and from worksites throughout the communities served

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Interpersonal communication
- Selflessness
- Service at community events
- Reliable
- Good communication skills
- Enjoys helping, and speaking with the public
- Ability to work well with others on a team
- Creating packets and favor bags for events
- Set up and tear down at events
- The first face at the event, greeting and signing in guests
- Reliable to go to community locations to drop off supplies, etc.
- Along with other tasks that are asked to participate in

Note: Dependable transportation, available to attend all BRC events during the week and weekends.



ABOUT BUILDING RESILIENT COMMUNITIES

- Organized as a 501(c)(3) Nonprofit, May 2013
- BRC's reason (Why) for existence is to fulfill our foundational scriptures of **Isaiah 58:12 NLT and Isaiah 61: 1 & 3 NIV**. Our way of addressing our foundational scriptures is to identify systemic problems that cause communities to be disadvantaged and vulnerable in times of disaster.

Vision Statement

Building Resilient Communities envisions a world where communities are filled with hope, overcome adverse conditions, are prepared for disasters, and recover from disruptive experiences.

Mission Statement

Building Resilient Communities provides training and resources to ensure equity in disaster preparedness, response and recovery for underserved communities with an emphasis on the Black/African American communities.

APPLICATION DEADLINE OPEN UNTIL FILLED

How to apply: Fill out the volunteer/ intern application and send it to the Human Resources Director, Amry Singh at amry@brcus.org for questions Call 909.712.5956.