



## **Program Intern**

**Job Location:** Tulsa, Oklahoma, United States

**Hours:** 10 hours per week

**Reports To:** Program Director and Community Relations Manager

### **Job Description:**

*Mission: To bring volunteers and communities together to improve the homes and lives of low-income homeowners.*

*Vision: A safe healthy home for every person*

- Work with staff team to accomplish mission and vision
- Work directly with clients:
  - Client intake
  - Update client files via web-based application Evernote
  - Update other data and complete filing tasks as requested
- Community outreach to promote Rebuilding Together Tulsa's programs:
  - Local schools
  - Neighborhood associations
  - Social service agencies
- Assist with evaluation and measurement of program impact/success
- Participate in National Rebuild Day and/or other ongoing projects as needed

### **Job Requirements:**

- Strong computer and internet skills; knowledge of and enthusiasm for web-based applications
- Strong verbal and written communication
- High energy; commitment to social change
- Ability to multitask, handle details, and work independently
- Well developed organization skills with a solid orientation to detail.
- A self-starter with a strong desire to learn.
- Ability to work independently and as part of a team
- Patience, curiosity and flexibility; a sense of adventure and a willingness to try new things
- Working towards a degree in social services preferred

**How To Apply:** Send your resume to [kelly@rebuildingtogethertulsa.org](mailto:kelly@rebuildingtogethertulsa.org)

**Deadline:** Applications accepted throughout the year