



Program Intern, Client Outreach

Job Location: Tulsa, Oklahoma, United States

Hours: 10 hours per week

Reports To: Client Specialist

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 Apricot
- 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

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 Moss at kelly@rebuildingtogethertulsa.org

Deadline: Applications accepted throughout the year

Updated 3/14/18