



Volunteer Coordinator (Intern) Job Description

Job Title:	Volunteer Intern Coordinator	Job Category:	Org Development and Capacity Building
Department/Group:	Communication, Marketing, and Events	Job Code/Req#:	
Location:	Seton & Conway Community Center, and other Sanneh Locations	Travel Required:	Yes
Level/Salary Range:	Commensurate with Qualifications	Position Type:	Full-Time (8 hrs. /day) (Some evenings and weekends)
Reports To: Supervises:	TBD Interns	Date Posted:	ASAP
Will Train Applicant(s):	Yes	Posting Expires:	Open until position is filled
External Posting URL:	http://thesannehfoundation.org/about-us/careers/		

THE SANNEH FOUNDATION –

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota based 501(c) (3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth-oriented organization with a **dual track** model focusing on participants (clients) and providers (organizational staff) to support both.

Mission:

The mission of Sanneh is to Empower youth, Improve lives, and Unite communities.

Values:

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- Fun
- Character Building

Position Description:

The Sanneh Foundation has an exciting Volunteer (Interns) Coordinator position for a driven, motivated, and energetic professional who would perform the following duties and functions:

- Builds a solid relationship with the Twin Cities Metro and Greater Minnesota institutions of higher education to recruit, interview, supervise, and train interns for the Sanneh Foundation programs and services as well as other Sanneh Foundation partners.
- Collaborates with internal stakeholders (Sanneh Sr. Leadership Team) to assess the need for interns for a variety of Sanneh programs and services.
- Collaborates with the Career Development Specialist and Social Worker to manage and coordinate interns' utilization and activities in Sanneh Workforce Development programs.
- Provides on-going support to build a robust pool of interns for Sanneh.
- Schedules interns for ongoing tasks at Sanneh.
- Serves as the Sanneh Foundation's ambassador in the community.
- Performs periodic evaluation of interns and intern programs, including the site selection, logistical arrangements, purchasing supplies, scheduling and being the primary point of contact for the interns.
- Collaborates with the advancement team to promote fundraising activities.
- Works closely with the data and evaluation manager to submit data and prepares reports concerning the interns' activities at Sanneh.
- Performs community outreach activities.

- Manages the interns' database.
- Communicates frequently with interns and their host institution of higher education to ensure they are satisfied and well-placed.
- Ensures the purpose of the organization and its actions is clearly communicated.
- Other duties as assigned.

Note: This is a 12 month appointment.

Requirements and skills

- A four year degree in education or social work or psychology or business or management or youth development is required.
- Experience in connecting with the community
- Experience in recruiting through a variety of channels including individuals from historically underrepresented communities
- Working knowledge of databases and MS Office (especially Excel), Google Suite, etc.
- Able to communicate effectively with diverse people
- Ability to make presentation to various stakeholder
- Ability to multitask, being nimble/flexible
- Excellent organizational and team coordination abilities
- Possess high emotional intelligence work under pressure
- A pleasant, outgoing personality
- Previous experience working with non-profit program management and administration.
- Understanding the landscape of higher education institutions in the Twin Cities Metro and Greater Minnesota.

HOW TO APPLY

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams, HR Generalist at jadams@thesannehfoundation.org. Applications are accepted until position filled.

When writing your cover letter please consider the following questions:

1. Why do you want to work at Sanneh?
2. What is your leadership and management philosophy?
3. How have you developed and led sport programming?
4. How can you advance the Diversity/Equity/Inclusion and Social Justice Agenda at Sanneh?
5. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?

Physical Demands and other notice

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855

The above is intended to describe the general content and requirements for the performance of this job. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:		Signature & Date:	

Volunteer Intern Coordinator Position Description January 3-2023