**Internship Program Overview**

We are hiring four new interns for the summer! We are looking for enthusiastic, motivated self-starters for our team!

Social Media | Volunteer Recruitment | Accounting | Corporate Engagement

BASIC QUALIFICATIONS

* Must be authorized to work in the U.S. without sponsorship
* Able to function in a high energy, fast paced, entrepreneurial environment
* Knowledge of Microsoft Office required
* Excellent verbal and written communication skills
* A self-starter with a strong desire to learn
* Detail Oriented
* Reliable Transportation

EDUCATIONAL BACKGROUND

Must be actively enrolled in an undergraduate program at an accredited local University with a major in relevant field. Junior or senior status with a current GPA of 3.0 or higher.

SCHEDULE

* This internship will include a total of 88 hours over 11 weeks.
* 8 hours per week split up in two 4 hour shifts or four 2 hour shifts depending on your schedule

BENEFITS

* 11 week unpaid internship from June 1 to August 31. Upon successful completion, candidate may be offered a paid Fall semester internship.
* Gain direct experience with major responsibilities
* Flexible work hours with ability to work remotely
* Free Parking

HandsOn New Orleans is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Accounting Internship Position

BASIC QUALIFICATIONS

* Must be authorized to work in the U.S. without sponsorship
* Able to function in a high energy, fast paced, entrepreneurial environment
* Knowledge of Microsoft Office required
* Excellent verbal and written communication skills
* A self-starter with a strong desire to learn
* Detail Oriented
* Reliable Transportation

RESPONSIBILITIES

* Data input on expenses and revenues
* Prepare monthly journal entries and reconciliations
* Prepare month-end financial reporting including Balance Sheet, AP/AR, Bank Statements, Credit Card Statements, P&L, and Net Asset Roll Forward
* Cash Flow Forecasting

EDUCATIONAL BACKGROUND

Must be actively enrolled in an undergraduate program at an accredited local University with a major in relevant field, i.e. accounting, business, etc. Junior or senior status with a current GPA of 3.0 or higher.

SCHEDULE

* This internship will include a total of 88 hours over 11 weeks.
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BENEFITS

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Volunteer Recruitment Internship Position

BASIC QUALIFICATIONS

* Must be authorized to work in the U.S. without sponsorship
* Able to function in a high energy, fast paced, entrepreneurial environment
* Knowledge of Microsoft Office required
* Excellent verbal and written communication skills
* A self-starter with a strong desire to learn
* Detail Oriented
* Reliable Transportation

RESPONSIBILITIES

* Outreach to community partners and volunteer sources
* Update volunteer database
* Document projects for organization
* Develop recruitment strategies
* Lead volunteers in community projects occasionally

EDUCATIONAL BACKGROUND

Must be actively enrolled in an undergraduate program at an accredited local University with a major in relevant field. Junior or senior status with a current GPA of 3.0 or higher.

SCHEDULE

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BENEFITS

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Social Media Internship Position

BASIC QUALIFICATIONS

* Must be authorized to work in the U.S. without sponsorship
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* Excellent verbal and written communication skills
* A self-starter with a strong desire to learn
* Detail Oriented
* Reliable Transportation

Responsibilities

* Keep all social media platforms up to date for organization
* Update internal database
* Work with Marketing VISTA to produce meaningful posts
* Collect and craft client stories and create engaging content
* Lead volunteers in community projects occasionally

EDUCATIONAL BACKGROUND

Must be actively enrolled in an undergraduate program at an accredited local University with a major in relevant field, i.e. communications, marketing, etc. Junior or senior status with a current GPA of 3.0 or higher.

SCHEDULE

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BENEFITS

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Corporate Engagement Position

BASIC QUALIFICATIONS

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* Reliable Transportation

RESPONSIBILITIES

         Create a business case to sell our corporate social responsibility model to companies

         Keep a record of all corporations we have been in contact with

         Assist with the planning of corporate volunteer events

         Assist with procuring corporate sponsors for Bacchanalia fundraising event

         Assist with other tasks as needed

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