



## **ReStore Marketing and Business-Management Intern**

### **Job Description**

The successful candidate will work with the ReStore manager to discover new sources of items for building materials and tools and help increase sales of ReStore merchandise by improving marketing efforts. The intern will also act as a liaison between Habitat for Humanity and his/her campus and student programs.

### **Tasks may include**

- Network with community leaders, vendors, builders, and other potential ReStore donors
- Establish tracking procedure for corresponding with all current and potential donors
- Evaluate and improve current marketing and advertising materials for targeted donors
- Other duties as assigned

### **Benefits to the student**

This internship is an excellent opportunity for a conscientious student to work closely with a highly skilled non-profit manager to improve operations and approach area companies and individuals who, like the student, hope to make a difference in their own neighborhoods. The student will be able to hone his/her written and oral communication skills, learning how to effectively interact with potential donors and as well as volunteers and members of the community. This is also a fantastic opportunity for the student to widen his/her pool of contacts within an internationally renowned organization that changes lives.

### **Qualifications**

- Student enrolled in accredited school of higher education
- Strong verbal and writing skills (communication skills)
- Computer proficiency (Microsoft office)
- Ability to multi-task and to work independently
- Commitment to the mission and principles of Greater Cleveland Habitat for Humanity

Internships are for one semester (140 hours) with a stipend.

Submit resume and cover letter to:

Greater Cleveland Habitat for Humanity

Attn: Chris Keller, 6920 Union Ave., Cleveland, Ohio 44105

Email: [volunteer@gchfh.org](mailto:volunteer@gchfh.org)

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