



A U S T I N
diaper bank

Austin Diaper Bank

Outreach and Social Media Intern

The Austin Diaper Bank is committed to helping families in Central Texas who need diapers and wipes. We distribute over 1.5 million, diapers per year to our partner agencies and are looking for a committed, passionate intern for Summer of 2021.

This position is an excellent fit for individuals looking to develop skills in a nonprofit program and program building. This position will gain a broad exposure to the inner workings of a high-functioning nonprofit organization. He or she will assist the Austin Diaper Bank staff in overall administration and logistics of everyday programming. There will be a focus on completing three large projects throughout the summer; social media outline and plan, volunteer outreach list and diaper drive outreach list.

Responsibilities

- Organize and compile diaper drive participants
- Create a volunteer master list – individuals and companies
- Create an annual social media outline
- Support ADB staff with general operations, data entry and office management

Knowledge, Skills and Abilities:

- Energetic and enthusiastic employee who can succeed in a fast-paced, high energy environment.
- Capability to succeed while working either independently or in collaborative settings.
- Problem solving abilities and analytical skills.
- Dependability, accuracy, and attention to detail.
- Ability to meet deadlines, manage multiple responsibilities simultaneously, and provide effective follow-up with staff.

Qualifications: Currently attending or recently graduate from a post-secondary institution, in an undergraduate or graduate program.

Time Commitment: 15 hours per week - Unpaid

Please send resume and cover letter with the subject line Outreach and Social Media Intern to: Holly McDaniel, hollymcdaniel@austindiapers.org.