



A U S T I N
diaper bank

Austin Diaper Bank

Program Administration Intern

The Austin Diaper Bank is committed to helping families in Central Texas who need diapers and wipes. We distribute over 900,000 diapers per year to our partner agencies and are looking for a committed, passionate intern for Spring of 2020.

This position is an excellent fit for individuals looking to develop skills in nonprofit program management and program building. The Program Administration Intern position will provide support to all aspects of the Austin Diaper Bank programming. The intern will gain a broad exposure to the inner workings of a high-functioning nonprofit organization. He or she will assist the Program Coordinator and Executive Director in overall administration and logistics of everyday programming.

Responsibilities

- Assist with Partner communications and volunteer setup and planning
- Assist with research: poverty, diaper need, basic needs
- Assist with donor outreach and general development and fundraising
- Support ADB staff with general operations, data entry and office management
- Assist with partner communication and distribution scheduling
- Manage and help create day to day social media
- Support ADB team with special initiatives, events, and recruitment needs as assigned

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 a post-secondary institution, in an undergraduate or graduate

Time Commitment: 15 hours per week

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