



Volunteer Position Description

FACETS

Location	Main Office 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Communications Intern
Purpose	Promote FACETS mission and events through social media, printed materials, and electronic communication.
Key Responsibilities	<ul style="list-style-type: none"> •Support FACETS mission. •Design printed materials to include event invitations, flyers, posters and thank you cards; annual reports, donation flyers, volunteer flyers and any other printed material. •Attend various events to capture photos and video of programs, volunteers, clients and staff •Aid in creating scripts for videos •Edit and publish videos to be used on FACETS website, social media and online training modules •Update website with articles, pictures, event information and other information as needed •Other duties as necessary.
Time Commitment	10 hours a week for the duration of a semester. 1 year time commitment preferred.
Supervisor	Director of Development
Qualifications	<p>Experience with Adobe Suite to include</p> <ul style="list-style-type: none"> • InDesign • PhotoShop • Adobe <p>Portfolio with most recent work Experience with Social Media for professional platforms Communication Design Multimedia Design Experience with editing and creating webpages</p>
Training	Will be provided
Appointed by	Volunteer & Events Manager, Director of Development



Volunteer Position Description

FACETS

Location	Main Office, 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Volunteer Services Intern
Purpose	Are you Dynamic? Savvy with Microsoft Office? Organized and attuned to detail? All of these qualities are needed to ensure that the Volunteer program runs smoothly by assisting the Volunteer Manager with day to day tasks that allow the volunteer program to flourish.
Key Responsibilities	<ul style="list-style-type: none"> • Updating Volunteer Records • Maintaining volunteer databases • Leading occasional volunteer events • Planning volunteer recognition events with Volunteer manager • Assisting with volunteer training • Update forms and applications • Run volunteer impact reports • Other duties as assigned
Time Commitment	10 hours a week for the duration of a semester. Occasional weekends as needed.
Supervisor	Volunteer & Events Manager
Qualifications	<ul style="list-style-type: none"> • Minimum age of 21 • Proficient in Microsoft Office programs • Familiarity with Volunteer and Donor Databases • Detail oriented and organized • Strong communication and leadership skills • Availability for the time commitment desired • Outgoing people person • Experience with planning events
Training	Will be provided
Appointed by	Volunteer & Events Manager



Volunteer Position Description

FACETS

Location	FACETS Main Office 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Hot Meals Intern
Purpose	This intern will manage the Hot Meals program that delivers a hot meal to street homeless and precariously housed individuals 365 days a year and ensure the seamless running of the program.
Key Responsibilities	<ul style="list-style-type: none"> • Monthly visits for Hot Meals runs • Lead quarterly meetings • Maintain calendar of delivered meals and menus • Enter monthly and daily data from congregations into Raiser's Edge • Run monthly reports • Communicate with teams to keep them updated on important information regarding FACETS and the Hot Meals Programs • Other duties as assigned
Time Commitment	10 hours a week
Supervisor	Volunteer and Events Manager
Qualifications	<ul style="list-style-type: none"> • Minimum age of 21 • Proficient in Microsoft Office programs • Familiarity with Volunteer and Donor Databases • Detail oriented and organized • Strong communication and leadership skills • Ability to work on occasional evenings and weekends
Training	Will be provided
Appointed by	Volunteer and Events Manager