

Heart Gallery Alabama

Internship Position Description

ORGANIZATION: Founded in 2005, Heart Gallery Alabama connects youth in foster care with supportive adults who provide the stability and guidance they need to thrive. For more information, visit our website at www.HeartGalleryAlabama.com.

POSITION:

The intern reports to the Executive Director and works closely with the entire team. This position is a flexible, in person, part-time position (approximately 20 hours a week) located at our Homewood office.

RESPONSIBILITIES:

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on the assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Administrative Support

Provide general administrative support to the team, including answering phone calls, managing correspondence.

Data Management

Maintain and update databases, including donor information and child profiles.

Event Assistance

Assist in the planning and execution of events, including scheduling, logistics, and communication with vendors or participants. Support team members during outreach and photography events as needed.

Communication

Assist with writing thank-you letters, newsletters, and reports as needed.

Other Duties as Assigned

Perform additional tasks to support the team's mission, including errands, preparing materials, and assisting with special projects.

Qualifications

- High school diploma or equivalent; associate's degree or higher preferred. Must be attending college or have graduated.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.
- Ability to use a Mac Book Computer
- Ability to use macOS and Microsoft
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently and manage multiple priorities.
- A positive attitude and a commitment to the mission of Heart Gallery Alabama.

Compensation

- Hourly rate based on experience and qualifications.

Application Process

To apply, please submit your resume, cover letter, and references to Michelle Bearman-Wolnek at Michellebw@heartgalleryalabama.com

Heart Gallery Alabama is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.