



## POINTS OF LIGHT INSTITUTE

### **About Points of Light Institute and HandsOn Network:**

**Points of Light Institute** inspires, equips and mobilizes people to take action that changes the world. The Institute has a global focus to redefine volunteerism and civic engagement for the 21st century, putting people at the center of community problem solving. We are organized to innovate, incubate and activate new ideas that help people act upon their power to make a difference. Points of Light Institute operates three dynamic business units that share our mission: HandsOn Network, MissionFish and the Civic Incubator.

HandsOn Network, the volunteer-focused arm of Points of Light Institute, is the largest volunteer network in the nation and includes more than 250 HandsOn Action Centers in 16 countries. HandsOn includes a powerful network of more than 70,000 corporate, faith and nonprofit organizations that are answering the call to serve and creating meaningful change in their communities. Annually, the network delivers approximately 30 million hours of volunteer service valued at about \$626 million. For more information, please visit [www.HandsOnNetwork.org](http://www.HandsOnNetwork.org).

### **Role: Intern, HandsOn Network**

**Title:** National Conference on Volunteering and Service Intern

**Location:** Atlanta, GA – HandsOn Network National Office

**Time Commitment:** 20-40 hours per week, **this position is unpaid**

**Dates of Position:** January 3<sup>rd</sup>, 2011. 4 months minimum requirement. Up to 6 month maximum.

### **Summary of Position:**

On June 6-8, 2011, the National Conference on Volunteering and Service will bring together leaders from the field of community service and volunteer management in New Orleans. Convened by the Points of Light Institute and the Corporation for National and Community Service, the conference will feature the finest plenary speakers from the corporate, non-profit and government sectors; more than 125 workshops on volunteer management, workplace volunteerism, professional development and successful program leadership. Join 4,500 service leaders from across the nation and world as we renew, recharge, and reinvent the future of service and civic engagement with your help our Conference Staff Intern! For more information on the conference, please visit [www.volunteeringandservice.org](http://www.volunteeringandservice.org).

The successful candidate will be a positive team player with excellent communication and organizational skills who enjoys interacting with the public, in addition to being familiar with event management.

### **Duties:**

- Point person for all staff questions in regards to conference and maintaining conference F&Q
- Actively participate as a member of the conference staff team in carrying out all aspects of NCVS
- Manage conference staff meetings, conference calls, sending out agendas and email reminders
- Assist with the organization and maintenance of the conference shared drive
- Develop and manage our staff and volunteer conference handbook
- Manage conference communications from attendees.
- Manager and develop processes and protocols for staff travel
- Other duties assigned



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**Qualifications:**

- Willingness to work a flexible schedule
- Computer experience, Microsoft Office
- Outstanding customer service skills
- Organization skills and attention to detail
- A self-starter with a strong desire to learn
- Outstanding written and verbal skills
- Previous Event background

**Learning Objectives:**

- Strengthen communication skills through verbal, print and electronic media
- Develop client management skills by working with internal and external stakeholders
- Increase project management and event experience
- Gain experience working on a high performing team in a collaborative environment
- Build a network of professional contacts

**Important Dates:** The deadline to submit an application for this internship is October 29. We will be doing phone interviews the week of November 1, in-person interviews on November 8-9. This is an unpaid internship.

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Please send your resume and cover letter to Jonathan Foulk at [jfoulk@handsonnetwork.org](mailto:jfoulk@handsonnetwork.org)