



**Cleveland County Habitat for Humanity**

<b>Internship Title:</b>	Online Fundraising	<b>Category:</b>	Fundraising
<b>Department/Group:</b>	Fundraising	<b>School:</b>	
<b>Location:</b>	Admin Office	<b>Travel Required:</b>	In town
<b>Paid/Unpaid:</b>		<b>Position Type:</b>	Intern
<b>CCHFH Contact:</b>	Andrea Marler, Deputy Dir.	<b>Date Posted:</b>	3/15/2019
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	Ongoing
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> andrea@cchfh.org Subject Line: Internship Position		<b>MAIL: ANDREA MARLER</b> Cleveland County Habitat for Humanity 1100 W. Main St., Suite 100 Norman, Ok 73069	
<b>Internship Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Will help develop and implement online fundraising efforts for CCHFH. This may include the drafting and implementation of online fundraising plans to help CCHFH raise funds for its mission. Will set up and maintain online sales presence for CCHFH and the ReStore for sale of higher end or specialized items that have been donated to CCHFH. This may include eBay, Craig's List, or other online sales sites. This person will be responsible for daily monitoring, responses, and shipment of items being sold for fundraising efforts and will help cultivate those sales into future donors or customers for CCHFH ReStore.</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Must have some college experience and have a demonstrated passion for service</p> <p><b>PREFERRED SKILLS</b></p> <ol style="list-style-type: none"> <li>1. Organization</li> <li>2. Excellent attention to detail</li> <li>3. Flexibility</li> <li>4. Computer Skills</li> <li>5. eBay, Craig's List, etc. experience</li> <li>6. Online sales and fundraising experience preferred</li> <li>7. An adventurous and generous attitude</li> </ol> <p><b>ADDITIONAL NOTES</b></p> <p>CCHFH is an affiliate organization of Habitat for Humanity International. A background check, sex offender registry check, and a valid state ID are required.</p>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

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