

Books From The Heart Internships

About The Heart of America Foundation: Founded in 1997, The Heart of America Foundation's focus is to provide disadvantaged children everywhere with the tools they need to read, succeed and make a difference in life. The Heart of America Foundation's programs uniquely combine volunteer service and reading. The organization is volunteer-led and peer-driven, operating with a small staff and hundreds of volunteers.

About Books From The Heart®: The Books From The Heart program puts books into the hands of children who need them the most. Through these programs, elementary schools and students receive new, age-appropriate books to replenish school, classroom and home libraries. At book giveaway events, staff and volunteers read to children and reinforce the importance of literacy.

This program also encourages school, corporate and community groups to participate in volunteer-led Books From The Heart book drives by collecting new and like-new books to share with under-resourced elementary schools. This project helps to introduce young people to community service and provides meaningful hands-on experiences.

About the internship: The Heart of America Foundation, a national nonprofit, is seeking a dynamic, self-motivated intern for its Washington, DC headquarters. Interns work up to 40 hours per week; start and end dates are flexible, although we prefer longer term interns. This unique internship will offer a variety of excellent hands-on opportunities to engage in grass-roots nonprofit operations, while promoting community service and reading. This position will provide ample opportunity for professional and personal growth while working alongside a fun and dedicated staff.

Duties may include some or all of the following:

- Programmatic support
- Online research
- Administrative tasks

- Programmatic support:
 - Assist with the organization, coordination and execution of local service projects, including school book distributions and/or book drives
 - Assist with volunteer recruitment and oversight
 - Support book sorting and packaging in the Heart of America warehouse, assist with receiving and inventory, as needed

- Online research and reporting:
 - Conduct research and gather data on schools and school districts. Focus is on major issues, including staffing, political concerns, testing scores, Title I schools, free and reduced price meal information, student demographics, etc.
 - Research library and classroom technology and trends
 - Gather education-related statistics and information on current research/studies
 - Consolidate and present information according to established standards

- Administrative tasks:
 - Answer phones; respond to routine inquiries and requests for information
 - Route incoming/outgoing mail; prepare packages for outgoing correspondence
 - Provide logistical support for meetings
 - Draft a variety of correspondence including memos, letters, and reports
 - Develop and maintain databases and manage mass mailing for different programs
 - Support orders for office supplies for restocking

Qualifications

To be successful in this internship, applicants must possess the following qualities:

- Solid written and oral communication skills
- Excellent organizational skills and attention to detail
- A collaborative attitude
- The ability to work individually, and as part of a team
- A community service mind-set
- A positive attitude
- Proficiency in Microsoft Office programs
- Confidence working with diverse groups of people, including volunteers and children, as well as a high comfort level with public speaking
- Students with a solid history of volunteerism and community service and/or those studying the fields of education, communication, social work, public relations or other related fields are encouraged to apply
- Previous office experience is preferred

This internship is unpaid.

Values Statement:

At The Heart of America Foundation, we look for people who work with their heads AND their hearts. Talent is essential, but talent is not enough. We are looking for people who are passionate about our mission and goals and who are committed to an organizational culture based on compassion, integrity, respect and cooperation. Please review our Operational Principles (<http://www.heartofamerica.org/about.htm#principles>) before submitting your application.

How to Apply

Please submit your resume and cover letter to:

resumes@heartofamerica.org

Please indicate "Books From The Heart Internship" in your subject line.

Due to the high volume of submissions, we will only contact those we feel are a good fit for the position.