

Share Technology Program Finance and Donations Intern Posting

Share is an all-volunteer 501(c)(3) charitable organization (www.shareofmclean.org) serving economically distressed families and individuals, including senior citizens, immigrants, victims of spousal abuse, and the homeless.

Finance and Donations Intern Responsibilities

- Sells hardware which is not usable by the Technology Program to raise funds for purchasing suitable equipment for our clients.
- Works with the Social Media Intern to seek donations.
- Creates the Share Technology Program's annual budget through a proposal to the Executive Committee.
- Manages the Share Technology Program budget and spending throughout the term.
- Works a minimum of five hours per week.
- Sends a weekly report to the Share Executive Committee and Technology Program Adult Sponsor of accomplishments and progress.
- Volunteers with the Food Pantry and Furniture Program once per quarter.

Qualifications/Requirements

To be successful in this role, all candidates for this position must meet the following minimum requirements:

- High proficiency in Microsoft Excel, specifically with financial functions; Otherwise proficient in Microsoft Office.
- Current enrollment as a high school student in Fairfax County.
- Access to reliable transportation.
- Access to your own mobile device.
- Willingness to work some Saturday mornings to participate in Share's operations.
- Ability to communicate effectively.
- Timely and committed to all arranged meetings.
- Desire to expand awareness of our community and who Share serves.

Preferred qualifications:

- Knowledge of Share operations/already a Share volunteer.
- Demonstrated online sales experience.
- Experience with Quicken or other accounting software.
- Ability to create budget proposals.