

Facilities Management Interns:

Individuals will assist in the coordination of incoming and outgoing materials in a warehouse that facilitated the movement of approximately 2 million items to over 39,000 recipients in 2015. Responsibilities include logging and organizing warehouse contents, assessment of current inventory levels to determine ability to meet future needs, engaging positively with volunteers, identifying and implementing opportunities for process improvements and tracking systems and keeping warehouse clean and neat for volunteers.

Required Skills: Must have strong interpersonal, communication, and organization skills. They must possess the ability to prioritize and execute complex tasks in a fast paced environment, to lift 30-50 pounds many times daily, and to work with volunteers of various ages and abilities.