



## In-Kind Donations Management Intern | So Others Might Eat (SOME)

**Position:** In-Kind Donations Management Intern

**Location:** Fully Onsite, Washington, DC 20001

**Duration:** Spring, Summer, and Fall

**Hours:** 10 – 15 for Spring and Fall, 25 – 30 hours per week for Summer; The number of hours weekly can be adjusted based on school schedule.

**Reports to:** In-Kind Donations Manager

**Compensation:** Unpaid. Academic credit may be available depending on school policies.

**About SOME:** So Others Might Eat (SOME) is a nonprofit organization dedicated to supporting individuals experiencing homelessness and extreme poverty in Washington, D.C. We provide a range of services, including food, housing, healthcare, substance use treatment, and job training to help people transform their lives and achieve self-sufficiency. Interns play a key role in helping us fulfill our mission.

**Position Overview:** So Others Might Eat (SOME) is looking for a dedicated and enthusiastic **In-Kind Donations Management Intern** to join our team. This position will be responsible for various elements of our in-kind donation process and offers a unique opportunity to gain valuable experience in non-profit work and community engagement. Ideal for students interested in non profit management and operations.

### Key Responsibilities

- **Inventory and Donation Management:** Track, sort, store, and maintain an inventory of in-kind donations like office supplies, food, or clothing.
- **Donor Relations:** Assist in communicating with donors, coordinating with businesses and organizations for donation drives, and processing acknowledgments.
- **Record Keeping:** Update and maintain databases to track donation details.
- **Facilitate Drives:** Help facilitate in-person donation assembly events and drives.
- **Distribution:** Help distribute the collected in-kind donations to the organization's clients or programs.
- **Support Staff:** Work with staff to identify specific in-kind needs and help with other administrative or event-related tasks.
- **Special Project:** Prospect, pitch, engage, and deliver 2-3 drives during your internship in partnership with 2-3 new partner organizations.
- **Other Duties as Assigned:** Remain flexible and willing to step in where needed.

### Ideal Candidate:

- Currently enrolled in Nonprofit Management, Human Services, Public Administration, Communications, or a related field.
- Attention to detail for accurate record-keeping and inventory.
- Good verbal and written communication skills.
- Strong organization and time management skills.
- Ability to work in a fast-paced environment.
- Ability to work effectively in a team environment.
- Reliability, flexibility, and a supportive attitude.

### Benefits of the Internship:

- Hands-on experience in nonprofit operations.
- Opportunity to engage directly with community members.
- Networking opportunities with professionals in the nonprofit sector.
- Strengthen professional communication and collaboration in a nonprofit setting.

