



Habitat
for Humanity[®]
Monterey Bay

SOCIAL MEDIA INTERN

Habitat for Humanity Monterey Bay operates ReStore Santa Cruz, located on the Westside of Santa Cruz on Swift St. ReStores are retail outlets that sell donated furniture, appliances and building materials. The store is open to the public and all proceeds help build affordable homes in Santa Cruz and Monterey Counties. We are looking for someone to continue to bring customers and donors into the store and increase exposure throughout Santa Cruz County.

Duties and Responsibilities:

- Primarily responsible for all social media accounts
- Create and manage posting Facebook, Craigslist, Ebay, Instagram, etc.
- Assist with any event coordination and/or planning
- Flyer/brochure distribution around Santa Cruz County
- Other duties as assigned by ReStore Assistant Manager, or other staff members.

Qualifications:

- Computer knowledge; including Microsoft Word and Power Point
- Self-motivated, reliable, and enthusiastic
- Must pass Criminal Background Check and Sexual Offender Check
- Ability to project a friendly and positive image of Habitat for Humanity
- Attention to detail
- 18 or over
- Reliable form of transportation

Plus:

- Ability to lift 50 pounds
- Prior experience in retail
- Background in event planning, marketing, and customer service

Job Details:

The intern position requires an individual to come into the ReStore Santa Cruz Wednesday - Friday (days/time open for discussion) to complete tasks for a total of 10 - 18 hours per week. This intern will be required to utilize their smartphone to take photographs of newly donated items and then market them online via social media and other various applications. This intern might be asked to hang flyers around the community directing potential customers to the ReStore. This is an unpaid position.

In accordance with the Americans with Disabilities Act this position requires the physical ability to sit, walk, and/or stand for prolonged periods. While the Habitat ReStore offices are smoke-free and sometimes temperature controlled, much of the work may be in non-temperature-controlled conditions, possibly outdoors.

If this position sounds like a good fit for you, please respond to this listing with: your resume, a brief paragraph about why you are a good candidate for the position, and any examples of relevant work.

For consideration, contact: Allie Willson, Volunteer Coordinator: volunteer@habitatmontereybay.org