



The Haven Home LLC
6114 Francis Ave.
Cleveland, OH 44127
www.thehavenhome.org

June 16, 2022

Cleveland State University
Alexandra Higl-Timms, MPA, CPM

Dear Alexandra:

Thank you for the email advising the opening of the application period for an intern. We would love to have an intern at The Haven Home. Here is the information you requested:

The Haven Home is an emergency shelter for women and children. Our mission is to compassionately serve under-resourced women and children by empowering sustainable independence. We accomplish this through the provision of emergency shelter, asset-building programs, and community outreach initiatives.

Job description:

Administration Assistant

In this role the individual will assist the Executive Director, Development Assistant and Community Outreach Manager. This is an excellent opportunity for someone interested in learning the ins and outs of a nonprofit organization.

Job duties:

- Enter donations, notes and correspondence into the donor database.
- Prepare reports of donations, revenue and contact information.
- Recognize donors through birthday cards, thank you notes and other strategies.
- Assist in the creation of an Associate Board by identifying potential candidates, researching best practices and developing a strategy to attract and retain members.
- Assist in fund raising events and community activities.
- Track client census and program outcomes.
- Research topics for staff as needed.

Desired skill set:

- Attention to detail
- Above average writing skills
- Proficient with Microsoft Office products
- Responsible and dependable
- Ability to get along with others

Eligible Candidates:

We are seeking individuals who have some background in business management, nonprofit studies or organizational development.

No goods or services were received in exchange for your donation. The Haven Home is a registered IRS 501C3 organization.



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Compensation:

\$12.00 per hour.

Timeframe:

Open but would like someone as soon as possible. The selected candidate can work 10-15 hours per week.

To Apply:

Resumes may be forwarded from CSU or sent directly to cindy@thehavenhome.org.

Other:

While most of the responsibilities can be done off-site, the selected candidate may be required to attend meetings, events and other gatherings in person. At the present time, masks are required when on site.

Please feel free to contact us if you have any questions.

Regards,

Cynthia Rios

Cynthia Rios
Executive Director