



## INTERNSHIP OPPORTUNITY

Position Title: Volunteer Engagement Specialist  
Reports To: Volunteer Engagement Coordinators

Department: Volunteer Engagement  
Location of Workspace: Volunteer Engagement Office

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### SUMMARY OF POSITION:

The Volunteer Engagement Specialist assists with coordination of support and implementation of policies relating to OMSI's volunteers. They will support facilitation and evaluation of professional development trainings. This position is for the Volunteer Engagement Program and reports to the Volunteer Engagement Coordinators. At the supervisor's discretion, some of the intern's time may also be spent on special projects.

### EXPERIENCES THIS POSITION WILL PROVIDE:

- Working in a collaborative environment with paid and unpaid staff of a variety of ages, experiences, and backgrounds
- Support with the facilitation and evaluation of the Volunteer Engagement Strategic Projects
- Engage in Volunteer Engagement team meetings and gain perspective of internal processes
- Learn how to work for and advocate for the advancement of volunteer engagement in the museum
- Coordinate data collection and accurate reporting
- Support the Volunteer Engagement team with additional ad hoc project

### KNOWLEDGE/SKILLS/ABILITIES:

*What we are looking for:*

- Passion for supporting volunteers and building relationships
- Strong communication, customer service, and problem-solving skills
- Self-directed and willing to take initiative
- Creative, imaginative, and collaborative
- Ability to manage time effectively with multiple tasks and in a shared workspace
- Commitment to advocating for practices of equity and inclusion
- Strong computer skills, particularly using Word, PowerPoint, Excel and Outlook
- Must be dependable, punctual, and willing to commit to a schedule

*Training you will receive:*

- Volunteer Coordination best practices, including how to communicate with diverse audiences, and engaging in various appreciation languages.

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For more information, contact Volunteer Engagement at 503-797-4615 or  
[VolunteerServices@omsi.edu](mailto:VolunteerServices@omsi.edu).

Visit our website at [www.omsi.edu](http://www.omsi.edu). OMSI is located at  
1945 SE Water Ave, Portland, OR 97214

- Museum safety and emergency response
- Proficiency and understanding volunteer database, Volgistics
- How to track volunteer engagement via reports of service hours, trainings and classes

#### SCHEDULE:

- Minimum of 30 hours per week
- Shifts could be Mondays - Sundays between 9 am and 5:30 pm
- Must be available on Wednesdays from 10:30 to 4:00 pm

#### LEARNING OUTCOMES:

- Cultivating relationships through best practices
- Fostering mass communication skills to diverse audiences
- Learn and participate in the creation and implementation of professional development trainings

#### HOW TO APPLY:

To apply and submit your [online application](#), along with a resume and cover letter. As part of the hiring process you may be invited to interview. If hired you will need to complete a background check.