

Summer Internship Job Posting

Organization Name: Hillsborough Education Foundation **Contact Name:** Kirsten Donohue

Job Description: This position will be responsible for assisting the program coordinator in managing the Teaching Tools Store volunteers. This may include, but not limited to, set and breakdown volunteer projects, entering in volunteer applications/timesheets into the database, and filing of paperwork.

Number of Positions Available: 1

Job Requirements:

Ages: 17-18 **School Program:** N/A **Dependable Transportation:** Yes

Specific Classes: N/A

Other Job Requirements:

- ❖ Excellent communication skills
- ❖ Ability to work well independently and as part of a team
- ❖ Basic computer knowledge
- ❖ Self-starter/ability to take initiative

Location:

2306 N. Howard Avenue
Tampa, FL 33607

How to apply for this position:

Phone: Yes No

Phone Number: 813-463-4280

Email: Yes No

Email: kdonohue@educationfoundation.com

Attach Resume: Yes No

