

**Operations Intern
Summer Internship in Menlo Park
LifeMoves**

Position Title: Operations Intern

Main Office Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- 10 weeks: June 10th – August 16th
 - Full Time (40 hours/week)

Position Details:

LifeMoves summer intern will be deeply involved in the inner workings of operations with an emphasis on real estate/ construction projects and interior design. They will assist with creating structure and system, assessing job requirements and costs, and filling needs at programs throughout LifeMoves. The goals of the operations team are to optimize productivity, highlight inefficiencies where innovation can be applied, and maintain and monitor standards for safeguarding physical resources. This is an exciting opportunity to be influential in the redesign of one of our largest family shelters and improving the overall aesthetic of our shelters.

Potential Projects Include:

- Understand operational processes to roll out best practices that fit LifeMoves
- Assist in walkthroughs of project and sites to identify needs, contribute to the project plan, and facilitate smooth execution.
- Work with Operations Manager to improve the welcoming and appealing aesthetic of our sites through regular visits and use of resources.
- Understand in-kind donation process and facilitate improvements.
- Assist w/ logistical and strategic operations in the Food Program
- Assists with other related clerical duties with Reception such as photocopying, faxing, filing and collating
- Company-wide printer efficiency project
- Managing system so that unneeded donations are removed from warehouses in a timely manner, and passed on to other partner organizations
- Provide operational support to other programs aids and shelter workers.

Position Requirements/Preferred Skills:

- HS Diploma and some college
- Profound attention to detail
- Very strong ability to plan and organize
- Positive attitude and diligent work ethic, highly proactive
- Ability to work with many people and teams across the agency

Learning Outcomes:

- Hands-on engagement with operations processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area
- Insight on the needs of homeless children and their families
- Insight into strategic decisions regarding LifeMoves operations, donors, and client population
- Career development opportunities, including networking with LifeMoves staff, donors, volunteers, and partner agencies

Compensation: Unpaid

Supervisor: Samantha Haase, Operations Manager