

**ABOUT RESTORE NYC**

Our mission is to end sex trafficking in the New York region and restore the well-being and independence of foreign national survivors. Working to this end, we:

- Find victims through our outreach strategies and partnerships with law enforcement, the court system, and community-based organizations.
- Restore survivors through our groundbreaking safehome & economic empowerment programs.

Note: Our focus is on female foreign national survivors.

**JOB SUMMARY**

This internship offers a hands-on, substantive experience contributing to the effective office operations of a growing organization. An intern would need to commit to at least 10 hours per week for a period of 12 consecutive weeks, two days a week for 5 hours between 10am – 6pm.

The Operations Intern will support Restore’s operations and development teams in the following capacities:

- Providing support with daily office tasks including answering phones, checking voicemail, processing mail, organizing the office, running errands, ordering supplies, cleaning, data entry, filing paper work, etc.
- Assisting with finances including paying bills, processing bank deposits, and helping with fundraising
- Providing support for various fundraising and awareness events (note events happen periodically – some internship periods may not coincide with event seasons)
- Assisting with various projects as they arise

Please note this is not a client facing position and there is little to no contact with clients.

**QUALIFICATIONS**

- Enthusiasm, passion and interest for the work required
- Heart of service and humility as primary responsibility is to serve the needs of the team
- Desire to work with a small team and young organization that is seeking to build a best-in-class organization
- Strong communications skills, both written and verbal
- Exceptional attention to detail
- Confidence in problem solving
- Great follow through, and ability to work independently
- Highly organized, reliable, and a self-starter – ability to try and succeed at projects outside of comfort zone
- Willingness to pilot new projects – seen needs and meet them

- Strong computer knowledge, including Word, Excel and Google Drive

**ADDITIONAL INFORMATION**

We will consider applicants who are mature undergraduate students, graduate students, or recently graduated undergraduates with experience or interest in the field of anti-human trafficking, human rights, or services to exploited and vulnerable populations.

Restore NYC's Internship program provides students and professionals with a rich learning experience but does not provide monetary compensation.

Restore NYC is a Christian faith-based organization; interns do not have to profess the Christian faith but must be respectful of our values. We help victims regardless of their religion and spiritual activities are optional for every client.

**If interested, please send your cover letter and resume to: [recruiting@restorenyc.org](mailto:recruiting@restorenyc.org).**

In the subject line, enter the internship opportunity you are applying for along with your first and last name. For example: 'Operations Intern, Jane Doe'. Applications will be reviewed and accepted on a rolling basis.

No calls please. We will only respond to those candidates we wish to interview.