

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 program.

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 10-15 hours per week for 12 weeks.

The Operations intern will support Restore's operations team in the following capacities:

- Providing support with daily office tasks including answering phones, checking voicemail, processing mail, organizing the office, 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
- 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
- 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
- Great follow through, and ability to work independently
- Highly organized, reliable, and a self-starter
- Willingness to pilot new projects
- 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.



POSITION DESCRIPTION

OPERATIONS INTERN

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.

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.