ATLANTA HISTORY CENTER

Position Title: Volunteer Coordinator Intern

Department: Operations

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

General Description:

The position will assist the Manager of Intern & Volunteer services with the planning, coordination, and daily operations of the volunteer program. This intern will work closely with staff across various departments to support programs, events, and community initiatives, and gains hands-on experience in volunteer management, nonprofit operations, and community engagement.

Key Responsibilities:

- Assist with maintaining volunteer records
- Support the creation of trainings and new volunteer programs
- Contribute to special projects related to volunteer engagement, program development, and community outreach
- Communicate with volunteers via email, phone, and in person
- Assist on the MLK program day on Jan. 18th from 8 am—3 pm.
- Assist with recruiting & training members of our youth volunteer programs

Desired Skills and Competencies:

- Strong written and verbal communication skills, with the ability to communicate professionally via email, phone, and in person
- Interest in volunteer engagement, community outreach, nonprofit work, or public-facing programs
- Strong organizational skills and attention to detail
- Comfortable working with diverse groups of people and providing customer-service–oriented support
- Basic computer skills and willingness to learn volunteer management systems and internal databases

TO APPLY: Interested applicants may apply online by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. This is a non-paid internship.