



Operations & Logistics Internship

Job Description: Fear 2 Freedom (F2F) is seeking a hard-working student who wants to gain experience in the nonprofit sector. The Operations & Logistics Intern works closely with the Chief Operating Officer (COO) and the Partnerships & Logistics Coordinator. This intern will help manage kit inventory, coordinate volunteers, and day to day operations in relation to logistics for Hour 2 Empower and community events. The Logistics Intern will report directly to the Partnership & Logistics Coordinator. This position requires a commitment of at least 10-15 hours per week; with a total compensation of a \$200 stipend.

Responsibilities/Main Projects Include:

- Support Logistics in preparing and packing for all F2F events. Once familiar you will be able to own part of these processes
- Perform regular physical inventory and accurate inventory count of kit supplies
- Provide operational and office support to your supervisor as requested
- Additional tasks may be assigned by the COO and/or Partnership & Logistics Coordinator

Applicable Skills and Knowledge:

- Able to lift up to 50 pounds and stand for long periods of time without injury
- Detail oriented and highly organized
- Strong verbal and written communication skills
- Able to work independently with self-initiative and strong problem-solving skills
- Curiosity and flexibility
- High level of positivity and motivation

Please send a cover letter and resume to Chief Operating Officer, Kadetra Cooper at kadetra@fear2freedom.org.

About Fear 2 Freedom

Our mission at F2F is to help restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence.

Fear 2 Freedom Location

We are located at 12284 Warwick Blvd., Suite 1G, Newport News, VA 23606. Our office is in the Huffman Building, directly across the street from CNU's Ferguson Center for the Arts.