

Intern for Union Gospel Mission Dallas

Location: 3211 Irving Blvd, Dallas **Position:** Internship (Part-time)

Union Gospel Mission Dallas is a Christian-based nonprofit organization dedicated to providing compassionate care, support, and hope to the homeless in the DFW area. Our mission is to serve men, women, and children experiencing homelessness by offering shelter, resources, and a path towards self-sufficiency. We believe in the redemptive power of Jesus, the collaboration of community, and the impact of love and kindness.

Position Overview

We are seeking a motivated and enthusiastic intern to join our team. The intern will play a key role in monitoring our website traffic, reaching out to visitors, engaging with volunteers and tour groups, and assisting with various developmental administration tasks. This role is perfect for someone who is passionate about our mission, eager to learn, and interested in gaining hands-on experience in nonprofit work, digital engagement, and community outreach.

Key Responsibilities

Website Traffic Monitoring

- Respond quickly to those engaging with our website
- Report on website performance, visitor behavior, and engagement
- Identify trends and make recommendations for improving website content and user experience.

Visitor Engagement

- Assist with volunteers
- Respond to inquiries and engage with individuals who express interest in our mission.
- Develop and implement strategies to increase visitor engagement and retention.

Community Engagement

- Assist with organizing and conducting tours of the shelter for visitors, donors, and potential volunteers.
- Support the coordination and engagement of volunteers.

Development Administration

- Assist with fundraising efforts, including donor research, communication, and event planning.
- Maintain and update donor and volunteer databases.
- Data entry

Qualifications

- Commitment to the values and mission of a Christian-based organization.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with social media platforms and online engagement is a plus.

What We Offer

- Hands-on experience in nonprofit operations, digital engagement, and community outreach.
- Opportunity to make a meaningful impact in the lives of individuals and families experiencing homelessness.
- Mentorship and guidance from experienced professionals.
- Flexible work schedule to accommodate academic commitments.
- Potential for academic credit, depending on university requirements.

How to Apply

Interested candidates should submit a resume and a brief cover letter explaining their interest in the position and relevant skills to ebraze@ugmdallas.org. Please include "Intern Application - [Your Name]" in the subject line. You must be willing to sign UGM's statement of faith.

We look forward to welcoming a passionate individual to our team who shares our dedication to making a difference in the lives of those experiencing homelessness!