

# Hope Blooms

Job: Intern + Joy Maker

Commitment: 10-20 hours per week 10-20 hours per week (start date: April 6, end date: Aug. 31 with a possibility to stay on)

Location: Fargo, ND

Pay: Non-exempt

## About Hope Blooms:

Founded in 2016, Hope Blooms is a budding nonprofit that repurposes donated flowers by rearranging them into beautiful bedside bouquets and delivering them to community members in need. All with one message: **You Matter**. These two tiny words hold a special meaning in our heart because they exemplify belonging and inclusion, and they illustrate a person's fundamental value as a human being.

We are primarily focus on the Fargo-Moorhead-West Fargo communities and have a floral shop space located in north Fargo where we gather volunteers to repurpose donated floral.

## Job Description:

We are looking for a joyful and organized individual ready to spread joy throughout the Fargo-Moorhead community! Responsibilities include:

- Manage volunteers, including scheduling, database maintenance and collection of waiver forms
- Facilitate volunteer activities
- Organize and maintain donor database, including thanking donors
- Manage floral donation requests
- Manage administrative tasks, including emails, inquires and social media
- Pick up floral donations
- Deliver bouquets to area facilities/organizations
- Facilitate various pick-ups of donated materials
- Maintain floral shop cleanliness and organization
- Love our volunteers + floral recipients

## Must Haves:

- Connection to the mission
- Experience in Microsoft Suite + Google Suite
- Valid driver's license, vehicle + clean driving record
- Laptop computer
- Willingness to travel around the Fargo-Moorhead-West Fargo communities and beyond
- Ability to lift 20 pounds

Hours during the week are flexible, and some tasks can be done remotely. Some evening and weekend commitments will be required. Applicants will be held accountable for regular, on-time attendance.

Interested: Please email your resume and any questions to [kelly@hopeblooms.org](mailto:kelly@hopeblooms.org). Applications will be taken now through April 1 with interviews taking place as qualified applicants apply.

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