

# Finding an Intern to Help Build Your Auction

Here is a sample job ad, if you are looking for an intern or volunteer to help build your auction.

**Wanted: Online Auction Intern**

**Dates of Temporary Position:** [XX/XX/XXXX – XX/XX/XXXX]

## Overview

As an online auction intern for (Your Organization), you will become an integral part of our development team as we manage an online auction fundraiser powered by BiddingForGood. Activities will include: helping to solicit items from potential donors; finding and contacting potential sponsors for the online auction; entering data and imagery into our online auction catalog; reaching out to community members via meetings, promotional material, email, and telephone; analyzing daily reports; and fulfilling items to winning bidders after the auction.

## Requirements

- Microsoft Office® Suite: Word, Excel, PowerPoint, Outlook
- Knowledge of basic HTML
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Time Management: Managing one's own time and the time of our team.
- Service Orientation: Actively looking for ways to help our auction team and bidding community.
- Customer and Personal Service: Community needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative: Managing files and records, designing forms, and other office procedures.
- Prior experience working for a nonprofit organization or in nonprofit fundraising helpful, but not required.
- Experience in the auction or e-commerce industries is a plus!

## The Company

[Provide a detailed statement about your organization, mission, and cause]

## Contact

To apply for this position, please send a complete résumé, cover letter and letter of recommendation to the following person by [X/XX/XXXX]. Please include any salary requirements.

[Your name]

[Your title]

[Your organization's full street address]

[Your organization's main contact telephone number]

[Your organization's email address]