



The Safe Ride Foundation  
122 E Patrick St. #114  
Frederick, MD 21701

## The Safe Ride Foundation Business Development Intern Position

### **Description:**

**We are looking for a business development intern to act as our volunteering coordinator.** Our ideal candidate is a professional who can create and maintain working relationships with multiple business entities, while juggling in-office work that involves managing our volunteer database and outreach.

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### **What you will do:**

As a business development/volunteer coordinator intern you are going to act as a potential volunteer's first contact with The Safe Ride Foundation.

This includes:

- Recruiting, onboarding, and scheduling new applicants
- Keeping records of volunteer availability and submitting their community service hours to local court personnel.
- Maintaining/managing volunteer job postings through all applicable websites/databases
- Building and maintaining relationships for our organization with volunteering agencies, counseling centers, attorneys, military outposts, and other agencies as needed
- Creating periodical volunteering blog posts throughout various web/social media sites.

### **Compensation:**

This is a paid position, with fuel compensation also included.

We require our interns to volunteer with us one day (of your choice) a month so that you can better understand HOW and especially WHY we do what we do.

### **Who you are:**

- You appreciate people and love to talk face-to-face
- You are great at building relationships
- You have a big personality!
- You are brave enough to make phone calls to businesses who don't know why you're calling.
- You are interested in public relations, social work, business development, human resources, or recruiting
- You are happy to help your community and stand behind a great cause
- You are able to manage competing priorities
- You are organized, detail-oriented, and can adhere to deadlines

Important Additional Job Details:

- The majority of responsibilities are performed remotely
- Must have reliable transportation to, from, and during work

**Interested in joining our team? Submit your resume & cover letter to [info@sossaferide.org](mailto:info@sossaferide.org)  
Feel free to call 240-722-7422 ext 2 for more information on the position.**