

Operations Intern Summer Internship in Menlo Park LifeMoves

Position Title: Operations Intern

Main Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- **10 weeks: June 12th – August 18th**
 - Full Time

Position Details:

The LifeMoves Operations Intern will be deeply involved in the inner workings of operations. They will assist with creating structure and system, assessing needs and costs, and filling needs at programs throughout LifeMoves. The Operations Intern is responsible for supporting the management of the agency-wide infrastructure and establishing efficient and cost-effective processes and work flows. The Operations Interns goals are to optimize productivity, highlight inefficiencies where innovation and best practices can be applied, and maintain and monitor standards for safeguarding physical resources. Important regular communications and interactions within LifeMoves include members of the finance, development, facilities, programs, and administration teams.

Responsibilities May Include:

Vendor and supplier management

- Conduct cost-benefit analysis of current vendors.
- Identify equipment leases and supplier agreements reaching their end dates to prioritize your evaluations.
- Examine cost, equipment lease dates, performance against service agreements, nature of business relationships, and ease of working with various vendors.
- Work with development team in identifying sources for in-kind donations to reduce business/program expenditures and cultivate these in-kind relationships.
- Research vendors and suppliers whose businesses fit our needs, obtain and negotiate better pricing and/or service with current vendors, or recommend others new to .

Purchasing and procurement

- Identify areas to centralize ordering for most efficient use of LifeMoves resources.
- Develop and implement internal procedures to change current practices.
- Track progress in terms of process improvements and monitor/report actual savings.

Agency processes and procedures

- Analyze existing business operations to roll out best practices which fit LifeMoves.
- Work with stakeholders to identify key common processes, especially those where productivity could be improved by incorporating documented best practices.
- Understand regular or ongoing issues unique to specific work functions or sites with plan and schedule to address those most pressing, especially if they involve external parties, such as vendors or suppliers.
- Gain an understanding of how identified operational processes are handled in different parts of the business by regular communications and visits with sites outside of administration.

Other:

- Evaluate Operational Processes and determine “as is” and process map for efficiency
- Assist w/logistical and strategic operations in the Food Program
- IT support
- Printer efficiency project – Company wide
- Streamline the Office supply ordering process; communicate w/staff regarding new procedure.
- Provide Operational support to other programs aids and shelter workers.
- Developing a system so that unneeded donations are removed from warehouses in a timely manner, and passed on to other partner organizations
- Assists with other related clerical duties such as photocopying, faxing, filing and collating

Position Requirement/Preferred Skills:

- HS Diploma and working toward a 4 year degree
- Profound attention to detail
- Very strong ability to plan and organize
- Highly proactive, with a diligent work ethic and positive attitude
- Ability to work with many people and teams across the agency
- Desire to learn, and make a difference for people in LifeMoves programs

Learning Outcomes:

- Hands-on engagement with operations processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area
- Insight into strategic decisions regarding operations, donors, and donation policy
- Career development opportunities, including networking with LifeMoves staff, donors, volunteers, and partner agencies

Compensation: Unpaid

Supervisor: Lori Mangual, Senior Operations Manager