



Position: Share Program Intern
Location: Remote
Reports to: Share Program Associate

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About SBP

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

SBP seeks an Intern for the Share Program which fills critical gaps in post-disaster communities nationwide by providing funding, training, and capacity building to nonprofit partners. The Share Program team works closely with local and national organizations to share our best practices - taught to us through partners like Toyota, and UPS - and train organizations on SBP's innovative and effective rebuilding model. Through our expertise and consulting support, our partners are equipped to address the many real-world challenges commonly encountered by homeowners, community leaders, and organizations in preparing for and responding to disasters.

The Share Program Intern will join a growing and innovative Share Program team reporting to the Program Associate. This team member will support the vision and goals of the SHARE program by providing administrative support, conducting research and outreach, and growing new projects.

Responsibilities

Program and Administrative Support:

- Assist with data cleaning and organizing to support ongoing programmatic impact analysis
- Develop Amazon storefront for disaster response supplies accessible to homeowners and organizations immediately after disaster
- Support efforts to develop response kits in partnership with partners for immediate deployment of resources
- Shadow and prepare to provide Recovery 101 Trainings pre and post-disaster
- Organize other trainings for Share partners to support preparedness, response, and recovery
- Create new digital materials for response guides
- Support with special projects as needed

Research:

- Identify “Blue Sky” contacts in target states
- Work with university partner(s) to create case studies on Share Impact
- Identify potential resiliency efforts to be included in future share grants

Requirements

- Bachelor’s or Associate’s degree in progress with interest in disaster response or recovery
- Experience working effectively with volunteers, team members, and nonprofits with diverse skill sets and backgrounds.
- Detail-oriented with high attention to quality and accuracy.
- Excellent written and verbal communication skills with a focus on customer service.
- Proficiency with Google Workspace, specifically sheets, Microsoft Office and Salesforce
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation.

Salary range: Unpaid Internship/College Credit

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.