

**Enhance your employability in a non-profit organization by following  
the advice given at a recent panel discussion:**

- “My first question to an interviewee is ‘Tell me about your experience with nonprofits.’ ‘I...aaah...’ is not a good answer! Do whatever you have to do to get current experience in a non-profit. Volunteer!”
- “By calling the United Way’s 211 number, you can find out about a lot of volunteer opportunities.” (Hands On Atlanta’s website has volunteer opportunities also.)
- “Volunteer with the organization prior to an interview.”
- “You have to be flexible and able to multi-task as you will be doing lots of things during the day with many interruptions.”
- “Always having to write grants.” (Take HSRV 380)
- “I had to go out and network. I had to get out of my shell and speak before the Chamber”
- “Get to interviews early! I arrived 30 minutes early. My interview process (for my current job) included a grammar pre-test, questions about the school system and contacts in the community, a computer test, having to prepare and present a PowerPoint presentation, writing a letter to a high-level official, and creating an invitation within given parameters.”
- “I was asked, ‘What type of cookie am I?’ Always be prepared to give an answer.”
- “Do the research before you go on a job interview. Read the job description and know everything in the job description.”
- “If you have access to a computer, there is no reason to not know about an organization.”
- “If you are going into a helping organization, you are meant to serve every day beyond your job description.”
- “Always be learning. Not-for-profit is a demanding field because you’ve got to have a breadth of knowledge and experiences.”
- **“Volunteering is not giving away time, but a way to find your next paycheck.”**
- “Volunteer time has been costed out to equal \$22.00/hour. Volunteers assist not-for-profits to get grants based on the number of volunteers and their cost/hour.”
- “You do a valuable service because you are serving people.”