**Internship Position:** Community Outreach Intern

**Department: Community Outreach (CO)**

**Schedule:** 10-16 hours per week, Monday through Friday between 9:00am and 4:00pm; specific hours flexible to work with intern’s schedule. **Minimum 3-month commitment.**

**Reports To:** Edward Hill, Community Outreach Manager

 **Description:** The CO intern will work collaboratively with the CO Team to honor and engage the strengths, talents, and resources of everyone in community. This internship will provide support for program components: *Sharing Ideas events, Community Conversations, Legacy Stories,* and *Idea Development Sessions.* This internship is perfect for individuals interested in learning to working in a creative, welcoming, and professional environment.

**Relevant Fields of Study:**

* Writing, Planning, Community Capacity Building
* Business – Community Development

**Responsibilities:**

1. *Program Recruitment & Coordination*
	1. Assist and support the Community Outreach Manager in recruiting, coordinating, staying responsive to, and supporting identified and potential community-based projects that align with the CO goals and strategic plan.
2. *Communications + Outreach*
	1. Complete background research for CO program and projects
	2. Assist with marketing for CO programs and events; write and post content to media platforms
	3. Reminder calls to program and event participants
	4. Check email and voicemails daily to retrieve messages; enter data or file information
	5. Help maintain database of organizational contacts that align with the ReBuilding Center mission
3. *Community Engagement*
	1. Participate and support facilitation in Idea Development Sessions and Information Exchanges with volunteer groups, non-profit organizations, neighbors, neighborhood associations businesses, etc.
	2. Take notes, offer ideas, process notes, and forward to staff & participants
	3. Attend and assist with Community Outreach community events
	4. Assist with creation of community-building tool packets, materials, and take-aways
4. *Media Assets: Presenting & Archiving*
	1. Help to manage our archive of images, video, and audio for CO activities and legacy stories for the Commons Project and/or other media outlets.

**Qualifications:**

* High school degree (ideally some post-secondary education)
* We prefer, but don’t require, some relevant experience with nonprofit organizations or in an office environment. Highly capable administrative skills are also a plus.