

Position Title: Volunteer Outreach & Engagement Intern
Department: Volunteer Outreach & Engagement
Reports To: Manager, Volunteer Outreach & Engagement

Purpose

Purpose of this function: This is a non-paid internship with the Volunteer Outreach and Engagement Team. This position is a good fit for a person dedicated to recruiting and supporting volunteers in a non-profit setting that prioritizes putting kids first. The intern will have the chance to develop communications and plan events geared towards attracting and supporting potential mentors. The intern will also have an opportunity to collaborate with corporate and community partners. The intern will gain experience in several aspects of work in a non-profit agency.

Length of Service: Preferably an entire school year, but at least one semester. This intern will be asked to commit 15 hours a week, with work being done in the office and in the community helping at recruitment events.

Duties and Responsibilities:

- Identify corporate and community engagement opportunities
- Work at recruitment booths and assist at volunteer presentations
- Plan outreach to special volunteer populations and confirm opportunities
- Curate the information and create the content for weekly engagement email
- Steward volunteers through the process of becoming mentors
- Develop and manage logistical plans for corporate/social recruitment events
- Update/maintain databases and other volunteer outreach tracking tools
- Additional duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of local community
- Strong written and oral communication skills, including public speaking skills
- Competence in MS Office
- Ability to work independently and in a team environment
- Outstanding customer service skills and focus
- Must have dependable transportation

Credentials and Experience:

- Undergraduate Junior level or higher
- Experience working or volunteering in not-for-profit or community service is desired

Majors/Field of Study: Include but are not limited to: Business, Social Work, Communication
Sociology, Public Relations, Experience, Education, Non-profit leadership/management

To apply, email resume and cover letter directly to Eric Cervantes at ecervantes@bbbsci.org