

POSITION DESCRIPTION: Community Engagement Coordinator Intern

The Intern will be engaged in a supportive role with Acts of Service. He/she will be working with the Director of Acts of Service in support of the implementation and administration of events, websites, customer service and social media. This individual will also support general office administration as time allows. Tasks will include:

Website:

- Provide exceptional customer service to our nonprofit and service partners who are inputting opportunities into the Acts of Service website through Golden Volunteer platform
- Pull metrics and clean up data entered in the website
- Provide initial training via screen share to new administrators
- Help post volunteer opportunities within website with clear, concise information for volunteers to RSVP for, as well as answer any questions that administrators may have regarding volunteer opportunities.

Event coordination

- Work with nonprofit partners to facilitate volunteer opportunities to service partners. This will include both in person and onsite volunteer opportunities. Work with organizations to think outside of the box of what volunteer opportunities can be to fill current needs.
- Assist with event coordination between NPO's and AOS partners for their day/week of service.
- Coordinate opportunities to get Acts of Service into the public eye through community events such as First Fridays, chamber golf outings, etc.

Event support

- Help support after-hours events on evenings and weekends with set up, manning information booth and tearing down.

Social media

- Work with partners to identify newsletter material for Acts of Service to highlight the work of volunteers in our community.
- Volunteer spotlight
- Service partner spotlight
- Nonprofit spotlight
- Gather information from social media posts to share with marketing team for resharing on social media.

POSITION REQUIREMENTS

Education & Experience

- Currently enrolled as a college sophomore, junior, senior or advanced degree student
- Pursuing a degree in marketing, communications, graphic design, social media management, journalism, non-profit management or related field
- Experience with community service or nonprofit organizations preferred

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills with a professional attitude and demeanor
- Highly organized with acute attention to detail and the ability to prioritize time-sensitive projects
- Proficiency in Microsoft and Adobe applications with an ability to learn our internal database and application system
- The ability to work independently and cooperatively as a team player on a vibrant and growing team

This list of essential responsibilities and requirements is not intended to be exhaustive.

The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

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| SPECIFICS |
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- Internships Dates: September 2022 – May 2023
- Pay Rate: \$12.00/hour
- Hours: 20 – 25 hours per week with flexible schedule within reason
- Please submit a resume and short cover letter to Info@InspiringGood.org