

OUTREACH & COMMUNITY PARTNERSHIPS INTERN

Reports Directly to Jenne Lahov, Director of Outreach & Community Partnerships

Elena's Light is seeking an organized, passionate, and outgoing Outreach & Community Partnerships Intern. Reporting to our Director of Outreach & Community Partnerships, the intern will assist with establishing meaningful, mutually beneficial connections in the community. Responsibilities include contributing to the establishment of community partnerships, widening the Elena's Light network, and increasing awareness about our organization's mission. Our interns will have a direct role in shaping our growth as an organization!

WHAT MAKES THIS INTERNSHIP SPECIAL?

We know your time is precious, and we want you to get the fullest experience possible from working with our organization! Though your specific job reports to our Director of Outreach & Community Partnerships, there are ample opportunities to collaborate with our other staff members and directors. At Elena's Light, we love innovation and fresh ideas, and we pride ourselves on valuing the input of everyone who works with us. We work very hard to give every member of our organization a seat at the table as we grow and expand, and solicit feedback at all levels of the organization at every chance we get. By working with us, you have the chance to directly shape our future as an organization!

To give you the full Elena's Light immersion experience, in addition to your Outreach & Community Partnerships responsibilities, we will pair you with one of our clients to serve as an ESL tutor for 2 hours per week. We believe this experience is critical to informing your work at Elena's Light. By getting hands on experience with the day-to-day minutiae of our program, you will gain a better understanding of our overall operations - and can use those experiences to inform your own work!

RESPONSIBILITIES

- Building connections and opportunities with businesses, non-profit partners, and local community agencies
- Collaborating with the director of program development on an expansion plan for future Elena's Light chapters
- Assist with establishing and maintaining relationships with local universities
- Attendance at local university involvement fairs
- Attendance at and assistance with outreach meetings and conference calls
- Assistance with quarterly outreach summary reports and measuring our success in achieving our annual strategic goals
- Assist with maintaining existing partnerships, including the management of the Pilot Health Education Program for the 2019-2020 year
- Organizing meetings, events, and seeking out opportunities to make Elena's Light known
- Assisting with locating and applying to conference presentation opportunities
- Complete other outreach tasks as assigned by the Executive Director
- 2 hours per week of ESL tutoring

REQUIREMENTS

- Working knowledge of Google Business Suite
- Working knowledge of MS Office (additional knowledge of Adobe is a plus)
- Strong research skills (or a willingness to learn!)
- Well developed networking and communication skills
- An outgoing, "people person" personality is a major benefit!
- Strong organizational skills
- Being a creative self-starter is a plus!

TIME COMMITMENT

- minimum of 8 hours per week, 2 hours of which is ESL Tutoring
- Minimum of 1 weekly meeting (via skype or in-person) with your direct supervisor
- Flexible schedule – we are happy to work with you!
- Ample opportunities for telecommuting and working in a virtual-office

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