



# **STUDENT INTERNSHIP OPPORTUNITY**

Position: Outreach Coordinator, Intern

## **INTERNSHIP PROGRAM SUMMARY:**

The Stephens Foundation (TSF) is a newly formed non-profit which strives to connect families and individuals to resources. The TSF Internship Program is designed for undergraduate and graduate level students who are interested in community service, outreach, and positive community engagement. TSF Interns will perform a variety of assignments designed to enhance their professional and technical development and will gain valuable on the job training and exposure to a small fast-paced work environment.

All interns are volunteers who can expect to receive a letter of recommendation to reward consistent, diligent and efficient work ethic.

## **OUTREACH COORDINATOR INTERNSHIP:**

The Outreach Coordinator intern will work directly with the Public Relations Intern in event management and volunteer recruitment. This internship will benefit someone who is interested in entrepreneurship, community organizing and management, and program development and management.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist with event management
- Be creative when approaching business needs and flexible as they change
- Foster and maintain symbiotic relationship with community organizations.
- Recruit and manage volunteers to staff community related events.
- Recommending innovative ways to keep the organization competitive in the market



## **KNOWLEDGE AND QUALIFICATIONS:**

- Currently enrolled at a college or university seeking a undergraduate and/or graduate degree
- Preferred majors include: Communications, Marketing, Mass Communications, Media Relations, Public Relations, Strategic Communications or Community Relations
- Have at least a 2.75 grade point average
- Strong written and verbal communication skills

## **BENEFITS INCLUDE:**

- Hands on experience in managing which can lead to ongoing career opportunities
- Letter of Recommendation after completing at least 6 months of services
- More than 50% of work is virtual and does not require in person communication
- Mentorship and coaching to enhance career development
- Invaluable sense of pride from giving to the community

**APPLICATION:** To apply for the Outreach Coordinator Internship, please submit a cover letter and resume demonstrating your qualifications to Joycelyn Wormley at [jwormley@tsfound.org](mailto:jwormley@tsfound.org).

Application Deadline: **OCTOBER 31, 2018.**

## **For more information contact:**

The Stephens Foundation at [info@tsfound.org](mailto:info@tsfound.org), or visit our website at [www.tsfound.org](http://www.tsfound.org). Phone: (916) 701-9450