
Community Outreach Liaison Intern

Title: Community Outreach Liaison Intern: Non-paid

Objective: The Community Outreach Liaison is responsible for assisting the Office Manager in coordinating and directing outreach and office activities.

Responsibilities: Maintains public contacts in the community and public/private sectors in order to implement fund raising strategies; Facilitates marketing and outreach campaign; Effectively communicates through various media including telephone, emails, computer, and field visits; develop excellent working relationship with staff, community, businesses, government agencies, NGO's, parent youth and program participants; To attend all meetings; monitor progress of goals and objectives; keep office policies and procedures; Attend training sessions; Identify and implement services needed to effectively and efficiently run outreach services and marketing; Report to the Office Manager; Prepare reports; Open mail; Facilitate workbook campaign; Manage Donor & in-kind contributions; Answer phones; File; Read mail; send correspondence; Schedule meetings; Keep track of driving logs and office journals

Qualifications: Knowledge of Microsoft word, Power Point, Outlook, Excel (or willing to receive training); Type 25 words per minute; Excellent communication, leadership, Interpersonal skills, organizational skills, Service of at least one term in another officer position; Proven ability to work independently, Self motivated, Works well with others, Ability to delegate task and oversea volunteers; High School Diploma

Average Time Commitment: Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, new volunteers are recruited and retained, Donations are received; problems are handled in a timely manner, interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.