

Community Engagement Intern

Fall 2022

MAKE AN IMPACT

Interfaith Outreach is seeking a **Community Engagement Intern** for the fall semester! This position supports the work of the Community Engagement Department including volunteer administration, recruitment, retention and special programs support. This internship will provide practical, on-the-job experience within a human services agency. Whenever possible, time will also be allotted to facilitate projects related to an intern's specific area of interest. This position is unpaid and may be used for credit or not-for-credit internship opportunities.

SCHEDULE

- 5-20 hours/week
- Hours are flexible but must commit to a consistent work schedule
- This position is hybrid with a portion of time working in our offices and the rest of the time working remotely

WHAT YOU WILL DO

Interns will work primarily within the Community Engagement team and may have the opportunity to work within these department areas such as:

- Volunteer Administration
 - Audit and update all volunteer job descriptions
 - Data collection including entry of applications in database and confirm placement has occurred
 - Gather monthly volunteer impact information
- Volunteer Recruitment
 - Update volunteer recruitment sites with our current needs
 - Build recruitment efforts at area universities
- Volunteer Retention
 - Check in with volunteers after one month of service
 - Tabulate bi-annual Volunteer Feedback Surveys
 - Support volunteer appreciation efforts across all programs
- Program Support
 - Participate in program administration for Holiday Gift Program
 - Attend Food Shelf and Resale Select shifts as needed
 - Engage with volunteers via phone, email, Zoom, or in-person
- Other duties as assigned



ABOUT US

Interfaith Outreach is a human service nonprofit in Plymouth, MN. Our mission is to strengthen our community by meeting basic needs and equipping individuals and families for ongoing stability. We embrace diversity and are committed to promoting an inclusive environment across all types of difference. Inclusionary relationships are core to our role as an employer, service provider, partner and community leader. Learn more here: <https://iocp.org/about-community-outreach/our-vision/>

Our work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support, and a deep commitment across staff to mission. Our team also has fun together!

QUALIFICATIONS

- Ability to work cooperatively on multiple teams
- Ability to maintain a steady work pace and calm approach to volunteer interactions in a fast-paced environment
- Flexible, able to adjust to changing needs and priorities
- Strong interpersonal, verbal and written communication skills
- Intermediate skills in Microsoft Office applications, specifically Word, Excel, Publisher and Outlook
- Actively pursuing a degree (Associate's, Bachelor's, Master's)
- Professional, ethical and organized

APPLICATION PROCESS

Applications are accepted on a rolling basis. Internships are typically structured to begin and end within a school semester. Interested candidates should submit a resume and cover letter to humanresources@iocp.org.

Interfaith Outreach values a diverse work environment. People of color and people from other underrepresented communities are strongly encouraged to apply.

Interfaith Outreach is an Equal Opportunity Employer.