



COMMUNITY ENGAGEMENT INTERN

Fall Semester

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Community Engagement Intern** will support the Community Engagement Manager (CEM) in improving management systems for volunteer program and community partnerships. In the Fall, the internship will focus on: monitoring volunteer activity and reporting volunteer hours, data management in the Salesforce CRM database; assisting with recruiting volunteers and planning for GVP's Welcome Walk; assisting with event planning for Volunteer Appreciation events; communicating with volunteers and partners. Our commitment is to help this intern gain experience in several aspects of community engagement through volunteer and partnership management, data management, communications, and event planning, and to provide the opportunity for this intern to take a leadership roles in planning one of our annual special events.

Intern responsibilities may include:

- Entering volunteer hours into Salesforce NPSP and ensuring volunteer activity is recorded weekly and reported to CEM each month
- Assisting the CEM and Development team with planning and executing duties for GVP's Welcome Walk
- Helping to recruit and train volunteers for GVP's Welcome Walk
- Collaborating with CEM and other interns to plan Volunteer Appreciation events: one at the beginning of school-year and one in conjunction with Giving Tuesday/Georgia Gives Day
- Preparing and sending acknowledgements, updates, and reminders to volunteers and partners through email communications
- Researching volunteer management software, volunteer program evaluation tools, and creating and editing content and materials for volunteer trainings
- Accompanying CEM to represent GVP at meetings and events in the wider community
- Other duties as assigned

Specific schedule requirements: Minimum of 12 hours per week preferably spread across 3 days, 9:00 a.m. to 5:00 p.m. or as needed. Occasionally this intern may be asked to attend events outside of traditional business hours.

Required qualifications:

- Experience in community engagement and interest in volunteer management
- Familiarity with data entry in Salesforce or another CRM database
- Meticulous and detail oriented, with the ability to self-monitor for mistakes and troubleshoot
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a team
- Proficiency with computers, particularly Google Drive and Microsoft Office Suite

Preferred qualifications:

- Experience with event planning
- Previous experience working with refugees or in any multicultural environment
- Prior experience or willingness to learn social media management tools (Hootsuite) and graphic design tools such as Canva

Interested persons should send resume and contact Teni-Ola Ogunjobi, Community Engagement Manager, Global Village Project, taogunjobi@globalvillageproject.org.

**This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.