



Community Engagement & Special Events Intern - Fall 2021

The Opportunity:

The **Community Engagement & Special Events Intern** will support the Development team in planning and executing fall fundraising and marketing campaigns and events and the Volunteer team in the successful launch of the Volunteer Support Network. This intern will report to the *Development & Data Projects Specialist*, while also working closely with the *Marketing & Communications Specialist* and the *Volunteer & Program Administrator*. Our commitment is to deepen the intern's first-hand experience with several aspects of fundraising and volunteer management and to provide the opportunity for this intern to take a leadership role in planning one of our annual special events.

Responsibilities:

Volunteer Management:

- Collect, organize and catalog required documentation for onboarding new volunteers.
- Collaborate with the Volunteer team to further develop volunteer orientation and training.
- Support emerging processes to build and maintain volunteer schedules.

Marketing and Fundraising:

- Generate social media and newsletter content for fundraising, visibility and awareness.
- Research other influential social media accounts for opportunities to collaborate.
- Assist with direct mailing of appeals and acknowledgements to the GVP community.
- Collaborate with Development Team and other interns to plan the GVP Welcome Walk.
- Coordinate with Welcome Walk speakers, guests, volunteers, and sponsors as needed.

General Nonprofit Support:

- Cover the front desk during scheduled shifts, greeting visitors and answering questions.
- Contribute to a culture that values community, collaboration, and lifelong learning.
- Other duties as assigned.

Required Qualifications:

- A team player and self-starter who will take ownership of a project and initiate tasks
- Meticulous, with a close attention to detail and the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- Flexible with a self-motivated and proactive commitment to ongoing learning and improvement, both as an individual and as part of a whole staff team.
- Comfortable with computers and common technology applications
- Passion for empowering and educating refugee young women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities and a personal commitment to the principles of diversity, equity, and inclusion.

**Preferred Qualifications:**

- Experience working with refugees or in any multicultural environment
- Experience volunteering, working with volunteers, and/or managing volunteers
- Experience with Google Suite, Microsoft Office Suite, and Apple products
- Strong copywriting and editing skills and strong eye for visual design
- Experience planning events, generating social media content, and/or fundraising

Job Type: part time internship

[This is an unpaid internship.](#) This internship may qualify for work study or workforce development funding from Agnes Scott College. College credit can be arranged. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. We are located in downtown Decatur, across the street from the Decatur MARTA station. The position requires a criminal background check. Internship timeframe is from August 23, 2021 to December 13, 2021, with the possibility of extension into a second semester. 10-12 hours per week Monday to Friday between 9AM and 5PM will be split between on-site and remote work as needed based on a schedule established at the beginning of the semester. Occasionally this intern may be asked to attend events outside of stated hours.

About Global Village Project:

As the only school in the U.S. for refugee girls, Global Village Project removes the barriers to refugee girls' learning and amplifies their voices as creative young leaders. GVP's full day academic program serves 40-50 refugee young women from Clarkston, Georgia, and students pay no tuition. A model for innovative, equitable refugee education, GVP builds on our students' existing strengths to support them in becoming highly successful students and empowered citizens.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.

Interested candidates should email a resume to Kate at khibbert@globalvillageproject.org with **Community Engagement & Special Events Intern** in the subject line. Resumes can also be mailed to Global Village Project c/o Kate Hibbert, P.O. Box 1548, Decatur, GA 30031. Applications will be reviewed as they are received until the position is filled.