



Volunteer & Program Development Intern

Summer Semester 2022 (May-August)

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 **Volunteer & Program Development Intern** will assist the Volunteer Department team with planning special projects and managing a large volunteer base. For Summer 2022, the internship will focus on: recruiting and onboarding new volunteers, building GVP's capacity on social media via GVP's social media volunteer Facebook page. Also, assisting with developing and writing articles for our monthly volunteer newsletter. Our commitment is to train the intern on several aspects of communication and program development to provide the opportunity to gain tangible, transferable skills in data management, development of training, execution of digital storytelling, brand management, and event planning.

Intern responsibilities may include:

- Developing strategy and content for GVP's social media audiences that **is relevant to GVP's work** and impact, including educational equity, refugee and immigrant rights, gender equity, racial equity, and more.
- Assisting with organization of regular volunteer training & orientations as well as creating online training materials (videos, power points, exams, etc.) for volunteers/interns.
- Corresponding with volunteers and prospective volunteers, mainly through email but occasionally via phone or text messaging.
- Assist with scheduling volunteers utilizing a variety of methods, including online sign-up sheets.
- A variety of other regular clerical & organizational tasks that are integral to the success of a volunteer management program.
- Other duties as assigned.

Specific schedule requirements: Requires 10-12 hours per week within the hours of 9 a.m. to 5 p.m., Monday through **Friday onsite at GVP office**. Occasionally this intern may be asked to attend virtual events outside of traditional business hours.

Required qualifications:

- Meticulous and a close attention to detail, with the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- Ability to work with indirect supervision in a busy environment
- Good people skills
- **Readily available to interface with stakeholders onsite during office hours**
- Passion for **inclusive and equitable education**
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a collaborative and inclusive environment
- Proficiency in Google Drive as well as good written and oral communication skills

Preferred qualifications:

- Experience with Facebook, Twitter, Instagram, and LinkedIn
- Strong copywriting and editing skills
- Comfortable facilitating presentation in front of small and large groups
- Previous experience working with refugees or in any multicultural environment

Interested persons should send resume and contact Jazmine McMullen, Volunteer Program Coordinator, at jmcmullen@globalvillageproject.org

****This internship may qualify for a paid stipend of \$500 per semester. Intern positions are open until filled. College credit can be arranged.**