



Community Outreach Intern (Trailblazer Internship Scholarship)

Purpose: The Community Outreach Intern position will assist staff with the various aspects of community engagement including representing Girls Empowerment Network at outreach events, assisting with marketing and recruitment of agency volunteers, and supporting efforts to assess volunteer impact through data tracking. The Community Outreach Work-Study student can expect to gain introductory experience in volunteer management, community engagement, and program management.

Location: Mostly Remote and In-Person for Community Outreach

Key Responsibilities:

- Represent Girls Empowerment Network at tabling events and volunteer nights as the need arises (peak to be expected in March for Women's History Month)
- Assist with volunteer recruitment, agency marketing, and volunteer appreciation initiatives
- Brainstorming and implementing new ways to conduct community outreach and effectively spread Girls Empowerment Network's mission in Dallas.
- Marketing and outreach to the Dallas communities via mailings, phone calls, tabling, and email communication.
- Execute day of logistics with the Girls Empowerment Network team for all events taking place during semester.
- Attending all required agency meetings, including program department, staff, and individual supervision.
- Support with Data Entry
- Support with Power Chats in the Spring
- Option to spend a portion of weekly time in our direct service programs (Spring program expected to be hosted in Pleasant Grove in the Spring).
- Additional responsibilities as assigned.

Reports to: Dallas Expansion Manager

Length of Appointment: Spring Semester

Time Commitment: Minimum 15 hours/week; maximum 19hours/week. A few evening and weekend hours may be required.

Compensation: This is a paid intern position with the [Trailblazer Internship Scholarship](#) for \$4,500 during the Spring semester. Additionally, mileage reimbursement for travel is also included.

Skills/Qualifications:

- Applicants must be professional, creative, team-oriented self-starters who have an eye for detail and a positive attitude.
- Must be committed and passionate to the goals/mission/values of Girls Empowerment Network and social justice.
- Must have reliable transportation.
- Must possess excellent research, writing, editing, and oral communications skills.
- Previous event planning, community outreach, marketing, or nonprofit experience is a plus, but not required.

To apply: Please submit a cover letter and resume to erika@girlsempowermentnetwork.org (subject line: Community Outreach Intern) by Friday 11/29

Learn more at girlsempowermentnetwork.org