



INTERNSHIP DESCRIPTION

Community Relations Intern

PRIMARY PURPOSE + FUNCTION

The role of the Community Relations Intern is to assist the Development Director in communicating and championing the mission of Affinity Mentoring with potential and existing supporters.

This internship will assist students in learning how to develop and implement a non-profit's advancement strategy by effectively communicating with multiple stakeholders (including donors, volunteers, partners, and participants). In addition, this role will have the opportunity to assist in planning and implementing Affinity Mentoring's branding and communication strategies.

RESPONSIBILITIES

- Assist in developing marketing and communication materials (newsletters, e-mail communications, website maintenance, blog, social media, other electronic and print media).
- Assist with fund development (grant writing, donor stewardship, and event planning).
- Provide tours, introductions to staff, etc. for fostering heightened awareness and engagement.
- Represent Affinity Mentoring at program events and other pertinent school or partner events.
- Communicate with various stakeholders (phone calls, in-person, e-mail, mail) to cultivate deep, mutually beneficial relationships.
- Assist in identifying and contacting potential mentors, partners, donors, and sponsors.

LEARNING OBJECTIVES

- Learn how to cultivate deep and meaningful relationships amongst volunteer, donor, and community stakeholders.
- Gain experience in event planning, grant writing, non-profit management, fund development, organizational communications, inclusion initiatives, and youth development.
- Opportunity to attend area-wide networking events and activities.
- Expand professional network in West Michigan non-profit and business entities.

QUALIFICATIONS + EXPERIENCE

- Minimum 2 years of coursework in Advertising and Public Relations, Communications Studies, Public/Non-Profit Administration or related major.
- Basic understanding of the non-profit sector and organizational communications.
- Exceptional interpersonal and communication skills [verbal and written] with diverse audiences.
- Ability to work independently with an attitude of healthy interdependence on others.
- Access to reliable transportation.
- Able to pass all required background checks, work in all weather conditions, and perform moderate physical work.
- Ability to read and speak Spanish [PREFERRED]

POSITION DETAILS

<i>Supervisor:</i>	Development Director
<i>Position Status:</i>	Unpaid [10 – 20 hours/week, flexible scheduling, some evening activities]
<i>Timeframe:</i>	Must commit to at-least one full semester [fall, winter, or summer]

ABOUT + CONTACT

Affinity Mentoring is a 501(c)(3) nonprofit organization dedicated to interrupting the cycle of poverty through mentoring relationships that help improve academics, social-emotional skills, and self-esteem. We work in partnership with schools, families, and communities to lift up students through a supportive network. For more information visit: affinitymentoring.org

To apply for this internship please send your resume and cover letter to Rachel Lopez at rlopez@affinitymentoring.org.