



Job Description

Job Title: Community Engagement Intern

Reports to: Senior Director

Job Summary:

Community Engagement Intern is provided with a broad range of responsibilities in organizational development, fundraising, marketing and event planning, volunteer management, and program development.

About Bridge Communities:

The mission of Bridge Communities is to transform homeless families to self-sufficiency by working with community partners to provide mentoring, housing and supportive services.

Job Expectations:

The Community Engagement Intern is expected to work with the development and marketing team to expand the community impact and revenue of various special events, research and develop volunteer opportunities guide, promote the organization via social media, and organize community-based volunteer events.

Interns will learn project and time management skills, and communication skills, specifically how to effectively articulate the organization's mission and the social issues that Bridge addresses. Interns will improve their public speaking and marketing skills. They will also learn how to set individual goals that align with the organization's broader goals and then work towards those goals. Interns will be an active participant in assessing the results of their activities and asked to participate in evaluation process.

Job Duties:

- 1). Increase visibility of Bridge Communities and awareness about the issue of homelessness through targeted community engagement events.
- 2). Identify volunteer needs and opportunities, in cooperation with development and program staff input.

- 3). Create approved volunteer event list for individuals, groups/clubs, and businesses that includes various group sizes, monetary responsibilities, time of year, frequencies, and physical requirements.
- 4). Create a “how to guide” for peer to peer, social groups, businesses, and associations to use in planning, marketing, and executing events.
- 5). Create marketing plan to share the “how to guide” and develop target list of groups and businesses and begin outreach.
- 6). Plan and implement a minimum of one volunteer event, in cooperation with development and program staff input.
- 7). Assist in the coordination of special events: Sleep Out Saturday, A Chair Affair, Glen Ellyn Backyard BBQ. This will include event logistics, recruit of event participants, database administration, solicitation of vendors and raffle donors, social media scheduling and posting.
- 8). Assist program staff on the planning and implantation of client events, and update program marketing materials.

Through this experience the Community Engagement Intern will gain a working knowledge of non-profit management, community and volunteer engagement, and fundraising. The intern will be able to apply their writing and oral communication, research, data entry and management, cultivation and solicitation skills to further develop Bridge programs. Interns will have access to senior leadership and other community leaders to observe and interview to inquire about real-world experiences and learning opportunities.

The projects completed by the Community Engagement Intern will strengthen Bridge’s capacity and mission, and thus improve the lives of homeless families housed and mentored by Bridge Communities.

Job Qualifications:

The Community Engagement Intern is a 25 hour per week position. This position is not eligible for paid time off, but Intern can ask for unpaid time off. The internship is scheduled to begin on or around May 28, 2019 and end on or around August 9, 2019.

Bridge is located on 2nd floor and there is no elevator. The position pays \$11 per hour, plus reimbursement for mileage expenses. The Intern must have a valid driver’s license, automobile insurance and access to an automobile. A full background check will be conducted to review financial and criminal history and includes a Sex Offender Registry check.

- 1). Be a currently enrolled, undergraduate or graduate student who will be returning to college as a student in fall 2019.
- 2). Professional and education references must be provided.
- 3). Evaluation of Intern’s performance will be conducted at the end of their employment from the Senior Director.

- 4). Excellent verbal, written, and interpersonal skills.
- 5). Experience in Adobe, cloud-based document sharing, Microsoft Office, and social media.
- 6). Ability to make cold calls.
- 7). Understanding of homelessness and poverty. Passion for helping those in need.
- 8). Ability to work independently, as well as a team member. Ability to set priorities and organize work to accomplish goals. Ability to manage schedule, and work outside of typical work hours.
- 9). Connection to DuPage County through home or school.

All inquiries should be directed to:

Amy Van Polen, CFRE
Senior Director
amy.vanpolen@bridgecommunities.org

All inquiries will be kept confidential. Please visit www.bridgecommunities.org to learn more about our mission, community impact, and vision.

Please submit: resume, 2 reference contacts, available start date, any activities or absence that may conflict with available time (i.e.: summer school, other job, vacation), and cover letter.

Deadline for application is April 1, 2019.

Bridge Communities is committed to providing an inclusive and welcoming environment for all members of our staff, client families, volunteers, and vendors. Bridge Communities does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Bridge Communities will take affirmative action measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or applicant on the bases of the above-mentioned protections.

Reasonable accommodation will be provided as needed to enable qualified applicants with a disability to participate in the pre-employment process.

This job description does not list all duties of the job. You may be asked by supervisors to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Your employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.