

INTERN JOB TITLE: Community Outreach Intern TYPE: College/University
REPORTS TO: Executive Director SCHEDULE: Flexible Hours
DIV/DEPT: Programs DATE UPDATE: 1/11/22

Ark Counseling and Wellness Center believes that each intern as an integral part of the organization's mission and a valued team member. Therefore, it essential that all interns know that Ark Counseling and Wellness Center is a 501 (C)(3) faith-based nonprofit. The Ark Counseling and Wellness Center's is a 501(c)(3) faith-based nonprofit that conducts outreach; provides physical, mental, and spiritual support; teaches, shares insight with, and equips individuals to reach their full potential; and provides mental health counseling. We believe every individual deserves total well-being and rich fulfillment of their purpose in life.

SUMMARY OF POSITION

The *Community Outreach Intern* will gain practical work experience in the area of nonprofit management, learn how to build strategic relationship within the community, learn how to conduct a variety of outreach activities and program management. This intern position supports building a deeper understanding of how nonprofits work. The Ark Counseling and Wellness Center hands on board development, execution, analysis and planning of fundraising, program development & management, grant writing/management, and human services work experiences.

DUTIES AND RESPONSIBILITIES

Board Development

- Provide support to the President & CEO as it pertains to the Board
 - o May assist with preparing the Board Agenda, preparing Board Reports, working with Board Committees, assist with Board Orientations, and Board Meetings

Community Outreach and Education

- Create and implement a community and business outreach plan, including supervising the activities and services provided by Ark counseling and Wellness Center.
- Organize, attend, and present at business, community and neighborhood group meetings regarding programs and its impact.
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Reach out to the community, city staff; organize and participate at community outreach activities through effective communication to educate the broader community about the Ark Counseling and Wellness center, our activities, and programs.
- Participate, organize presentations to stakeholders and speak effectively before groups of customers or employees of organizations on Ark Counseling activities and Programs using PowerPoint.
- Help in developing a consistent presentation outline.
- Help in developing outreach materials and packets.

Fundraising

- Assist with event planning for fundraisers
- Collaborates with team mates to create new ideas for fundraising campaigns

Grant Writing/Grant Management

- Assist with grant research and writing if needed.

SKILLS AND QUALIFICATIONS

- Mature Christian with a good familiarity with God's word
- Excellent Computer skills
- Familiarity with Microsoft Office, Google Workspace
- Social Media skills and experience
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility, facilitating identify in Christ
- Organized (people and task oriented) and possess strong written, oral, and interpersonal communication
- Culturally competent and aware
- Ability to work independently, take initiative, prioritize workload, detail oriented and meet deadlines.
- Able and willing to adapt to various duties, be flexible, and be able to multi-task.
- Must pass background check.

EDUCATION/EXPERIENCE

- Completion of half of a degree program in Marketing, Management, Business, Communications, or Related degrees

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally: 1%-33%; Frequently: 34%-66%; Continuously: 67%-100%

Climbing Stairs – Occasionally

Work environment is primarily indoors/virtually. - Continuously

EQUIPMENT/TOOLS USED

Computer Fax Phone Social Media Software

Full Academic Year Internships are encouraged.

Flexibility in start/end dates may be arranged.

flexibility to work in the evenings and on the weekends

Internship hours throughout the week are flexible.

Location: Telecommuting/Remote (until further notice)

Please send your cover letter and resume to fsomoye@arkcounselingcenter.org

