

Riley's Way Foundation | Internship Opportunity

INTERNSHIP OVERVIEW

The Riley's Way Administration Intern will gain non-profit management experience by supporting Riley's Way staff and programs with office communications, organizing and scheduling meetings and trainings, organization of educational and programmatic materials, data entry, helping with events, organizing outreach and volunteer recruitment for the Buddy Reading Program, and a variety of other administrative tasks. The intern will work directly with Riley's Way Program Directors in support of all staff and programs.

MAJOR RESPONSIBILITIES

- Manage systems for recording and tracking volunteers for the Buddy Reading Program
- Organize meetings, trainings, and communications for the Buddy Reading Program
- Help develop and design administrative materials; organize existing materials
- Help manage online databases and create systems for shared online resources
- Participate in and help coordinate key Riley's Way events
- Provide support for scheduling staff and committee meetings; take minutes at those meetings
- Provide support for scheduling, outreach and planning for trainings and workshops
- Organize materials and Google folders
- Support other programs, staff, and projects as needed

QUALIFICATIONS

- Demonstrated commitment and understanding of the Riley's Way Foundation mission and programs
- Desire to work in non-profit setting preferable
- Excellent written and verbal communication skills
- Good organizational skills, self-motivated, attention to detail, and ability to juggle several tasks while meeting deadlines
- Proficient with Microsoft Office, Google Drive, Zoom, and ability to learn new technologies quickly (e.g., databases)
- Demonstrated ability to work independently (and remotely) and as part of a team
- A plus: understanding of social media and digital marketing/design.

About Riley's Way Foundation

Riley's Way Foundation sees a future where kind leaders build a better world. We empower young people to use kindness, empathy and meaningful connections to drive that change. A nonprofit organization, Riley's Way supports and connects young leaders around the country to become powerful voices and kind leaders in their communities. Our local and national programs provide teens the tools and resources to envision change and achieve it.

Location: This position will be remote.

Salary/Benefits: Position is part-time (10 hrs/week); \$15/hr

How to Apply: For immediate consideration, please send your resume and cover letter to Ishenkman@rileysandler.org and indicate "Intern" in the subject line.

Riley's Way is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and political affiliation.

Leading Today for a Kinder Tomorrow.



