

Riley's Way Foundation | Alumni Engagement Internship

INTERNSHIP OVERVIEW

The Riley's Way Alumni Engagement Intern will gain non-profit management experience supporting Riley's Way programs, participants and staff. The intern will be responsible for communications, organizing workshops, outreach and engagement, and administrative and support tasks.

MAJOR RESPONSIBILITIES:

- Liaise between Riley's Way Council Alumni and other programs.
 - Engage, build, and communicate with Alumni community
 - Keep updated on their accomplishments and highlight them in our Riley's Way materials, including Social Media stories and Alumni newsletter.
 - Curate and maintain active conversations and forums for Alumni on LinkedIn page and other communication forums
 - Maintain contact list and interest list for Alumni
- Organize and lead one-off networking and skill building workshops and events.
- Mentor our current Council members and other program participants.
- Survey Alumni as needed.
- Provide support for scheduling, outreach and planning for trainings and workshops.
- Profile and interview Alumni for newsletters and Riley's Way Social media platforms.
- Organize materials and Google folders.
- Support other programs, staff, and projects as needed.

QUALIFICATIONS

- Riley's Way Alumni -- a past participant of a Riley's Way program
- High School graduate
- Demonstrated commitment to and familiarity with Riley's Way Foundation's mission and programs.
- Desire to work in a non-profit setting.
- Excellent written and verbal communication skills.
- Good organizational skills, self-motivated, attention to detail, and ability to juggle several tasks while meeting deadlines.

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- Proficient with Microsoft Office, Google Drive, Zoom, social-media platforms (LinkedIn, Slack, etc.), 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 and community engagement.

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 (5 to 15 hrs/week); \$15/hr

How to Apply: For immediate consideration, please send your resume and cover letter to lshenkman@rileysandler.org and indicate "Alumni Engagement 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.

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