

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. *This is a temporary position and will be reevaluated on a semester-by-semester basis.*

MAJOR RESPONSIBILITIES:

- Assist in the development of the Riley's Way LinkedIn Alumni group.
- Assist in planning an inaugural Riley's Way Alumni Regional Meet-Up event.
- Organize and lead one-off networking and skill building workshops and events
- Survey alumni as needed.
- Research internship, service, scholarship, and leadership opportunities to highlight in the Alumni newsletter.
- Profile and interview current Riley's Way students and projects for the Alumni newsletter.
- 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.
- Proficient with Microsoft Office, Google Drive, Zoom, Social Media platforms (Facebook, Instagram, Linked-in, 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.

Leading Today for a Kinder Tomorrow.



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 Riley's Way Engagement and Events Director, Stephanie Dore, at sdore@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.