



## For Love of Children

### **Recruitment and Outreach Outreach (Marketing/Communications) Internship**

#### **Our Mission**

For Love of Children (FLOC) is a nonprofit organization that provides educational services beyond the classroom to help low income students succeed from first grade to college and career. For Love of Children teaches and empowers students to transform their own futures.

For Love of Children is currently seeking a self-motivated, dynamic and flexible college student or graduate student who is passionate about community service and/or education to join our Recruitment and Outreach team. Under the supervision of our full-time staff, the Recruitment & Outreach Intern will support and work to enhance FLOC's community outreach and recruitment efforts aimed at recruiting new volunteers, new students, and assisting with enrolling returning students and volunteers for the 2019-2020 school year.

#### **Duties include:**

- Research potential schools and nonprofit partnerships and conduct outreach to develop new student and volunteer referral relationships.
- Communicate with existing student referral partners at schools and nonprofits and assist in setting up and conducting informational meetings.
- Work with program and recruitment staff to expedite returning student enrollment for 2019-2020, including preparing materials, maintaining records, and having conversations with parents and volunteers.
- Assist the Recruitment and Outreach Manager with customer service and administrative tasks including phone calls, data entry, filing, and hanging flyers.
- Research strategies to increase volunteer recruitment to support program.
- Assist with identifying strategies to diversify volunteer pool.
- Identify potential community and media partnerships.
- Assist with the creation of marketing materials to promote volunteer opportunities and student recruitment.

#### **Required level of education:**

- Some College

#### **The ideal candidate will be:**

- Highly organized, detail oriented, and motivated to learn a variety of skills

- Possessing strong oral and written communication skills
- A self-starter who enjoys working on projects independently (with support from full-time staff)
- Strong capacity for using Microsoft Word, Excel, or other database systems

### **Schedule and Compensation**

- 25 hours per week (Monday thru Friday 10-8pm) *schedules discussed during interview and confirmed once internship accepted*
- \$800 monthly stipend, Street parking / metro accessible

Submit your resume as an attachment in Word or PDF format to Diana Romeo, Recruitment & Outreach Manager, at [dromero@floc.org](mailto:dromero@floc.org) . *No phone calls please.*