



Volunteer Engagement Intern

Organization and Background

Center for Success Network is a nonprofit organization committed to impacting youth through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our collective future.

Our Mission

Our mission is to unite community and literacy to empower students in their journey of education.

Our Vision

Our vision is to vitalize our community's relationship with literacy by creating training and a supportive village that increases the knowledge, skills, mindsets and avenues for connected contribution to grade level reading proficiency. Our collaboratively rich programs ignite a passion for education that inspires students to thrive academically within safe spaces and intentional learning structures where students connect with dedicated mentors for guided, specified literacy interventions. We pave the way for community contribution towards children's lifelong love of learning through reading.

Organizational Values:

Diversity, Community, Connection, Growth

Position Description:

The Volunteer Engagement Intern will play a vital role in supporting the Volunteer Engagement department with outreach initiatives and data management. This position reports directly to the Director of Equity and Social Responsibility and collaborates with the Volunteer Engagement Team and the wider CFSN team.

Job responsibilities include:

Volunteer Outreach Support

- a. Assist in planning and hosting outreach events to promote volunteer opportunities.
- b. Collaborate with the Volunteer Engagement Coordinator to design and implement outreach strategies.
- c. Engage with organizations, groups, and individuals to increase awareness of volunteer programs.
- d. Represent the organization at events to attract potential volunteers.

Volunteer Outreach and Recruitment

- a. Host and plan outreach events to represent CFSN and recruit volunteers.
- b. Collaborate with the Director of Equity and Social Responsibility to implement recruitment strategies.
- c. Engage with organizations, groups, and individuals to promote volunteer opportunities.
- d. Run virtual and in-person engagement events to attract potential volunteers.

Data Management Assistance

- a. Support the maintenance of accurate records of mentor and volunteer data and attendance.
- b. Assist in addressing any challenges or concerns related to data management.
- c. Collaborate with the Volunteer Engagement team to generate reports and analyze data for decision-making.
- d. Assist in the coordination of virtual and in-person training sessions.
- e. Support the volunteer application process, including scheduling, placement, and background checks.
- f. Collaborate with the team to ensure timely communication to mentors/volunteers across various platforms.

Organization and Program Success

- a. Attend all applicable recurring meetings, including, ELC, team and staff meetings
- b. Collaborate with the Volunteer Engagement team to contribute to the success of mentor recruitment and engagement.
- c. Attend community and organization events
- d. Collaborate with Director of Equity and Social Responsibility to ensure quality volunteer experience
- e. Share stories and support the organization in telling the CFSN story
- f. All other tasks as assigned

Qualifications

The successful candidate must believe in the core organizational values of Center for Success Network and be driven by the organization's mission and vision. The candidate should demonstrate a passion for expanding CFSN with a professional, dynamic, positive approach to building relationships to support the organization's growth. We are seeking a high-energy Volunteer Engagement Intern who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a collaborative environment. Candidates should possess the following qualifications:

- Must be enrolled in an accredited College/University (undergraduate or postgraduate program) or have recently completed (6-months)
- A passion for creating access to education and literacy for communities and youth
- Excellent time management, problem solving & organizational skills
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Commitment to efficient use of resources
- Experience with email, databases, Microsoft Office software, and Google Applications
- Local travel to sites required; access to a car is highly preferred
- Hybrid position with flexible schedule

As a result of this internship, the intern will have highly developed interpersonal skills through staff teamwork and opportunities to build rapport with stakeholders, including volunteers and donors, as well as management experience. Additionally, the intern can select responsibilities from various projects or create projects with autonomy based on individual strengths and/or skills.

Duration

This role spans 14-17 weeks, starting in February/March and potentially extending into the 2024 Summer Semester. Mandatory components include weekly virtual meetings, monthly staff meetings, and required outreach events.

Compensation

Position is up to 10-15 hours weekly with a \$500 stipend.

At Center for Success Network we are committed to providing valuable learning experiences and professional development opportunities to our interns. Although this is an internship with a small stipend, we believe the benefits gained through this experience are substantial and can contribute significantly to your future career.

Our internship also offers the following compensation:

- **Learning and Skill Development:** You will have the opportunity to work closely with experienced professionals in your field of interest, gaining valuable insights, industry knowledge, and hands-on experience that will enhance your skillset.
- **Networking Opportunities:** During your internship, you will have the chance to connect with various professionals, build a network within your industry, and establish valuable connections that could be beneficial for your future career.
- **Resume Enhancement:** The experience gained during your internship will be a valuable addition to your resume, showcasing your dedication to professional growth and hands-on learning.
- **Letters of Recommendation:** Upon successful completion of your internship, you will have the option to request a personalized letter of recommendation from your supervisor or mentor, which can strengthen your job applications in the future.
- **Course Credit (if applicable):** We are open to coordinating with your academic institution to offer course credit for your internship experience, subject to their requirements.
- **Flexible Schedule:** We understand the importance of balancing your internship with academic commitments and personal life, and we offer flexibility in scheduling to accommodate your needs.
- **Opportunity for Future Paid Positions:** Outstanding interns may be considered for future paid positions within our organization if they align with our business needs.

We believe that the knowledge, skills, and relationships developed during this internship will be invaluable to your personal and professional growth. As you progress through the internship, we encourage you to proactively seek feedback, engage in professional development opportunities, and make the most of your time with us.

To Apply

Please send a cover letter that captures why this position is a great match for your skills and interests, along with your resume to Charles English charles.english@center4success.org. Please include the job title in the subject line.