



## Internship Opportunities

### **Position Title: Outreach Programs Intern**

Department: Outreach

Reports to: Outreach Coordinator

Status: Intern/Volunteer

Contact: [volunteer@acc-den.org](mailto:volunteer@acc-den.org)

### **Job Summary:**

The Outreach Programs Intern will assist the Outreach Coordinator in all aspects of community outreach and programming including marketing, communications, donor relations and development, outreach program management, community education and engagement efforts, and organizing community events. As an outreach intern you will gain experience working in a non-profit environment, increased knowledge of community outreach and engagement strategies, intercultural communication competency, and community capacity building.

### **KEY RESPONSIBILITIES:**

- Assist Outreach Coordinator in developing and disseminating ACC's marketing and communication materials including a monthly newsletter, and other print and digital materials
- Assist in coordinating outreach and community events
- Assist with ACC's social media efforts including Facebook, Twitter, Instagram and website updates
- Assist with event reporting and tracking
- Assist with initial review of special projects and requests from community resources and individuals
- Assist with planning, designing, and implementing activities/events to increase in-kind and cash resources for resettlement programs
- Provide back-up and support at community events
- Assist in donor development and relations, especially maintaining contact and communications, and assisting in appreciation efforts

- Assist with donor and volunteer information and database management
- Help to maintain and grow connections with community resources, organizations, universities, schools, and programs
- Assist Outreach team with other duties and activities as assigned

**QUALIFICATIONS:**

The ideal candidate will have strong interpersonal, communication, and organizational skills, and be self-motivated. The individual must be willing to handle multiple projects at once, and have an interest and desire to work in a multicultural environment.

**BASIC REQUIREMENTS:**

- The individual must perform his or her responsibilities competently and in a positive manner. Each intern/volunteer will be assigned a supervisor to help them set goals in an effort to facilitate growth and improvement.
- All interns/volunteers are required to work in a confidential manner in all aspects of their work and abide by organizational policies.
- All interns/volunteers must submit a background check before starting.

**TIME REQUIREMENTS:**

12-16 hours/week; 4-month minimum  
Occasional hours offsite and in evenings  
Ability to work partly from home

**APPLICATION GUIDELINES:**

- Resume highlighting relevant education/work/volunteer experience
- One-page cover letter explaining what attracts you to ACC, why you are a good fit with the organization, and the three most valuable things you believe you will contribute to our community.

Please submit all internship application materials via our online form:

<http://www.acc-den.org/get-involved/intern/>.

Applications are due in full by date listed on website.

The African Community Center is always on the lookout for new energy and support for our work and community. Interns and volunteers play a key role in helping us further our mission as an organization: to help refugees rebuild safe, sustainable lives in Denver through supportive networks of people, services, and community activities.

We value the voices and contributions of each member of the community, meaning we value you and your contributions. As we help our refugee community members rebuild their lives in Denver,

we value the fact that we are all learning together and increasing the potential and strength of the individuals throughout the community. If you are ready to make a commitment to our mission, our values, and our vision at ACC, we are ready to warmly welcome you.

This description is intended to indicate the kinds of tasks required of positions given this title. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty