



GIRLS EMPOWERMENT NETWORK

Community Relations Intern

Purpose: The Community Relations Intern will assist staff with the various aspects of community engagement and outreach, including representing GEN in the community, tabling at community events, and assisting with the recruitment, screening, and training of agency volunteers. The Community Relations Intern can expect to gain introductory experience in volunteer management, community outreach, and training facilitation.

Location: GEN's main office, 3000 S IH 35, Suite 400, 78704

Key Responsibilities:

- Representing GEN at community outreach events.
- Assisting Community Relations and Volunteer Manager with volunteer recruitment, agency publicity, and volunteer appreciation initiatives.
- Conducting initial volunteer screenings and interviews to assess the best placement for agency volunteers.
- Co-facilitating volunteer trainings and providing support at monthly Volunteer Nights.
- Interviewing and writing a monthly blog post about GEN's featured "Volunteer Spotlight".
- Additional responsibilities as assigned; all interns are welcome to cross train to spend a portion of their weekly time in our direct service programs, if desired.

Reports to: Community Relations and Volunteer Manager

Length of Appointment: Semester

Time Commitment: Flexible, depending upon number of hours desired for credit. Minimum 10 hours/week maximum 32 hours/week. A few evening and weekend hours will be required.

Compensation: This is a volunteer intern position with college credit available.

Skills/Qualifications

- Applicants must be professional, creative, team oriented self-starters who have an eye for detail and a positive attitude.
- Ability to provide a high level of social interaction with the public at community events and communicate organizational goals clearly and positively.
- Must be committed to the goals/mission of GEN and social justice.
- Must possess excellent research, writing, editing, and oral communications skills.
- Must have reliable transportation.

Please send your resume and intern application to:

Brittany Yelverton, Community Relations and Volunteer Manager

brittany@genaustin.org