Community Outreach Internship

The Community Outreach Intern assists the Volunteer Manager with the recruitment, placement, training, development, planning, data management, and recognition of volunteers. This position provides support to the department by making the community aware of volunteer opportunities at San Diego Pride. The Community Outreach Intern is likely to work 10-15 hours a week or more. Please send your resume and cover letter to careers@sdpride.org.

Duties and Responsibilities:

- Recruits volunteers for events and general administrative assistance
- Possesses knowledge of various volunteer positions and roles
- Manages and maintains schedules
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution
- Prepares invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software
- Files and retrieves documents, records, and reports
- Prepares responses to correspondence containing routine inquiries
- Acts as a liaison between volunteers, program staff, managers of other units within the organization, representatives of other organizations, clients, service recipients, elected/appointed officials, and the public
- Must have a flexible schedule and be willing to work some nights and weekends depending on events including Pride weekend.

Education and Qualifications:

- Currently enrolled in an undergraduate degree program at an accredited university
- Familiarity with Google Calendars
- Strong knowledge of social media sites (including, but not limited to: Facebook, Twitter, etc.)
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent verbal and written skills
- Highly organized, detailed-oriented, self-motivated, diligent, flexible, and personable
- Possesses the ability to expedite and follow-up on assigned tasks
- Possesses a high level of discretion, confidentiality, and tact
- Ability to multitask