

## **SPEAKS Outreach Coordinator**

# Unpaid Intern Position Description

Summary

Salary: None

**Location: Various locations in California; Online**

**Hours Per Week**: 5-10

Type of Position: Internship

**Required License/Registration/Certification**: None

Job purpose

The SPEAKS Outreach Coordinator is responsible for providing organizational support and services to communities at large. The position is also responsible for community outreach by connecting with college campuses to build relationships, participate in outreach and promote support services.

Applicants to this position must have strong communication skills, demonstrate creativity, a desire to work with diverse communities and understand the importance of community building.

Duties and responsibilities

The SPEAKS Outreach Coordinator’s duties include, but are not limited to, the following:

* Performing administrative duties in support of the maintenance of organizational paperwork
* Assisting in preparation of information and research materials; creating and leading workshop presentations on topics revolving around leadership and social justice
* Scheduling and coordinating speaking engagements, appearances and other special events
* Updating and posting supervised social media content; responding to social media posts, and emails
* Maintaining a tracking report of all organizational activity
* Attending college activities and networking events
* Additional opportunities include assisting with: marketing and outreach, program oversight, budgeting and purchasing
* Other duties as assigned

Qualifications

**Minimum Qualifications**

**Education:** High school degree or equivalent; must be enrolled in an accredited university/college program

**Ability to:** Ability to multitask and work cooperatively with others. Ability to work with sensitive information and maintain confidentiality. Ability to form and maintain effective working relationships.

**Desired Qualifications**

* Experience participating in a student leadership program or organization
* Excellent written and verbal communication skills
* Self-directed and able to work without supervision
* Energetic and eager to tackle new projects and ideas
* Demonstrated passion and commitment to social justice work and education

Physical requirements

* Sit or stand for prolonged periods of time
* Lift 35 pounds

Application Materials

1.) A letter of interest describing specific skills and experiences

2.) Resume

To apply please send application materials to wearespeaks@gmail.com. Only electronic documents will be accepted.