



Community Outreach Intern - Summer

Organizational Background: The Minnesota Literacy Council recruits and supports volunteer tutors and teachers in adult literacy programs. These programs offer free classes for new immigrants and refugees, as well as life-long Minnesotans, who are learning basic English, math or computer skills, or studying for the GED. We also provide training for children's literacy tutors.

Purpose of Position: To expand and support community engagement through volunteer outreach, training and recruitment efforts. This is an unpaid internship position.

Number of Positions: 2

Qualifications:

- Excellent interpersonal, written and verbal communication skills
- Dependable, prompt and able to maintain confidentiality
- Visual design skills
- Basic computer, Internet, and office software skills
- Reliable transportation
- Experience with adult or children's literacy programs and online social media is preferred, though not required

Training: Attend volunteer tutor training sessions, orientation with program staff, interactive online tutorials and organization-wide staff meetings.

Location: Minnesota Literacy Council's main office, 700 Raymond Ave, Suite 180, St. Paul, MN, 55114

Time Commitment: Two days per week totaling 8-10 hours, plus time spent at outreach events. Outreach events range from 5 – 10 hours per month, including some evenings and/or weekends. Schedule will be determined upon start. This internship is for the summer, June 1-August 31, 2014.

Responsibilities include:

- Work cooperatively with staff and other interns to recruit new volunteer tutors and teachers
- Represent the literacy council at volunteer recruitment fairs and other outreach events
- Participate in New Volunteer Info sessions
- Write articles for the volunteer blog
- Post and update volunteer opportunities online
- Design and revamp training and outreach materials
- Reach out to community through social media, including Twitter and Facebook
- Negotiate schedule with staff; arrive promptly when scheduled
- Track internship hours using an online log

Benefits:

- Build marketing, communications, and public relations skills.
- Utilize social networking tools in a professional non-profit setting.
- Learn more about literacy-related issues in the Twin Cities.
- Gain experience in the field of Volunteer Management and Outreach.
- Participate in trainings to learn about the roles of volunteers in Children's literacy programs and in Adult Basic Education.
- Ideal for college students seeking internship credit or professional experience.

To apply, email or mail cover letter and resume by May 10, 2014 to:

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