

M.E.A.N. Girls University Internship Opportunities

Community Outreach Coordinator

- Provides support to Director of Community Engagement in order to help secure corporate sponsors and community partnerships.
- Assists with planning of all MGE internal and external events
- Assist with the development and implementation of annual fundraising strategy
- Perform outreach and secure acceptable vendors for each event
- Keeps running list of all donors, community partners, and vendors
- Works with Marketing and Communications Team to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts.
- Works at special events as directed including preparation, set-up, event execution and tear-down.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.

Qualifications:

- Ability to work sensitively with diverse populations
- Working toward a college degree, preferably in a related field (e.g., Education, Human Services, Community and/or Health Outreach); Associates and Bachelors Degrees are both acceptable
- Strong communication skills both verbal and written
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask and prioritize,
- Ability to ensure the confidentiality of program participants and partner
- Enthusiasm for the mission of MGE

Marketing and Communications Coordinator

- Reports directly to Community Engagement Director
- Research media coverage and industry trends.
- Create and distribute press releases and media relations content.
- Post to MGE social media according to the distribution calendar
- Create and maintain organization literature and other forms of communication.
- Develop fresh story ideas for social media.
- Design and launch email marketing fundraising campaigns.
- Coordinate with vendors to design graphics for MGE.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.

Qualifications:

- Ability to work sensitively with diverse populations
- Working towards a college degree, preferably in a related field (e.g., Marketing & Communications, Community and/or Health Outreach); Associates or Bachelors Degrees are both acceptable
- Strong communication skills both verbal and written
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask and prioritize,
- Ability to ensure the confidentiality of program participants and partner
- Enthusiasm for the mission of MGE

Program Facilitator (*This position may be either virtual or in- person at one of our partnering sites. Location of this position will depend on Covid-19 restrictions*)

- Reports directly to Director of Programming
- Plan and facilitate age appropriate sessions for assigned MGE initiative based on curriculum implemented by the Director of Curriculum Development
- Monitors the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Seeks out opportunities with community partners and local organizations who could potentially act as guest speakers for MGE participants
- Ensure implementation of policies and practices.

- Prepare paperwork and order material.
- Communicate with members and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.

Qualifications:

- Ability to work sensitively with diverse populations
- Completed or working toward a college degree, preferably in a related field (e.g., Education, Human Services, Community and/or Health Outreach); Either Associates or Bachelor's Degrees are both acceptable
- Strong communication skills both verbal and written
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask and prioritize,
- Ability to ensure the confidentiality of program participants and partner
- Enthusiasm for the mission of MGE

Membership Engagement Coordinator

- Reports to Volunteer and Membership Engagement Director to set annual membership goals.
- Acts as concierge to MGE participants (i.e. send membership packets, birthday cards. etc.)
- Provides monthly insight into membership revenue and tracking to annual goals.
- Track attendance at events, mentoring sessions, workshops, and meetings
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.

Qualifications:

- Ability to work sensitively with diverse populations
- Working toward a college degree, preferably in a related field (e.g., Education, Human Services, Community and/or Health Outreach); Associates and Bachelor's Degrees are both acceptable
- Strong communication skills both verbal and written

- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask and prioritize,
- Ability to ensure the confidentiality of program participants and partner
- Enthusiasm for the mission of MGE

Volunteer Coordinator

- Reports directly to Volunteer and Membership Engagement Director
- Keeps running list of active MGE volunteers
- Keeps list of upcoming MGE events that may require extra help
- Develop strategy for volunteer placement at internal and external MGE events.
- Track volunteer registration and inquiries from MGE website
- Call and perform initial assessment and schedule interviews for potential volunteers
- Maintain and grow volunteer base through outreach to individuals, community-based organizations and groups, colleges/universities, and corporations as needed.
- Work closely with all department managers to periodically assess needs for volunteers.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.

Qualifications:

- Ability to work sensitively with diverse populations
- Working toward a college degree, preferably in a related field (e.g., Education, Human Services, and Human Resources); Associates and Bachelor's Degrees are both acceptable
- Strong communication skills both verbal and written
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask and prioritize,
- Ability to ensure the confidentiality of program participants and partner
- Enthusiasm for the mission of MGE