COMMUNITY OUTREACH INTERN - DESCRIPTION

Women Organized to Respond to Life-threatening Diseases---WORLD is seeking a Community Outreach Intern to assist in the managing and growth of our community presence and awareness. This is an excellent opportunity for a student or recent graduate to gain experience working in a non-profit and join an enthusiastic and collaborative team based in Oakland, CA. Questions and resumes should be directed to Kristina Wong at kwong@womenhiv.org.

WORLD improves the lives and health of women, girls, families and communities affected by HIV through peer-based education, wellness services, advocacy, and leadership development.

Location: Oakland, CA

Responsibilities:

- Assist with the planning and coordination of community events
- Identify possible community partnership and education opportunities with local business and organizations
- Assist with soliciting donations for community events
- Participate in meetings with potential donors and vendors
- Secure in-kind donations for food, respite care, and other program needs
- Support the coordination of fundraising events
- Assist in the recruitment of volunteers for community events
- Working directly with Supervisors and line staff to support overall project needs
- When needed, cover the reception area while performing other responsibilities

Qualifications:

- Must be detail-oriented with strong organizational skills
- Must have excellent oral and written communication skills
- Must have experience in and enthusiasm for building relationships and event planning within a non-profit setting.
- Must be a self-starter with a positive attitude and the ability to work independently as well as with others.
- Seeking compassionate and patient individuals with an appreciation of service to their community

Commitment:

This is a 3-month commitment with the opportunity to continue into the year. We ask for 8-16 hours a week but can negotiate based on our respective schedules. Starting ASAP is also possible; We are flexible.

Day/Hour:

WORLD is open Monday through Friday from 9:00am-5:00pm. Some remote work may be acceptable.

Compensation and Benefits:

- Unpaid (but can be used for school credit).
- Letters of Recommendation may also be provided as needed.

WORLD is an equal opportunity employer committed to hiring staff which reflect the diversity of the community we serve. HIV+ women and people of color are encouraged to apply. For more information about WORLD, please visit our website: www.womenhiv.org.

How To Apply

Please send your resume and a brief message describing your interest to Kristina Wong at kwong@womenhiv.org, with "Community Outreach Intern" as the subject. In the message, please explain why you are interested in community outreach and how you would benefit working with WORLD. Please include your availability and desired hours of work.