



OUTREACH DEPARTMENT



DEPARTMENT DESCRIPTION

The Outreach internship provides enthusiastic and detail-oriented individuals an opportunity to gain experience in community awareness for older adults, developing outreach materials, and event planning in a nonprofit setting. The internship will focus on promoting the Durham Center for Senior Life's mission, vision, and programming through outreach events.

INTERNSHIP DUTIES & RESPONSIBILITIES SHALL INCLUDE:

- Ensure that interactions demonstrate a commitment to equity and inclusion as related to race/ethnicity, social class, religious practices, citizenship, sexual orientation, gender and ability.
- Assist in answering calls, receiving messages, and supervising the outreach office.
- Assist in Support Services and programs to promote the department and center as a whole.
- Participate in outreach, presentation, and tabling events to market our services/programs.
- Utilize available resources to accurately answer questions from our participants and members of the senior center regarding outreach and support services.
- Manage schedule and communicate regularly with supervisor regarding progress.
- Regularly communicate with Staff for registration and promotional flyers for outreach events.
- Capturing photos, videos, and content for DCSL "Our Times" monthly newsletter.

QUALIFICATIONS:

- Pursuing a degree in Marketing, Business, Advertising/Promotions, etc.
- Must be able to communicate effectively in English, both written and orally.
- Must have ability to multitask, have strong time-management skills, and lift at least 15 lbs.
- Must demonstrate the ability to work with the older adult pop. 55+ and staff.
- Must be able to maintain required records for the program and maintain confidentiality.
- If given the opportunity, a criminal background check will be conducted.
- Interest in creative content, social media, nonprofit outreach, or related field preferred.
- Experience creating compelling visual content, including video content.
- Outgoing, self-motivated, patient, organized, and respectful personality.

ADDITIONAL SKILLS (PREFERRED BUT NOT REQUIRED)

- Bilingual
- Proficiency with Microsoft Office: Excel, Word, and PowerPoint
- Have own personal transportation to community events/presentations

ORGANIZATIONAL RELATIONSHIP:

The outreach intern reports to the Older Adult Outreach Coordinator, John Williams.