

Title: Community Outreach Intern
Reports To: Community Outreach Manager
Classification: Intern



At Girls on the Run of Northern Virginia, our mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Girls on the Run of Northern Virginia advocates and delivers physical activity-based, positive youth development programs (PA-PYD) for pre-adolescent and adolescent girls in Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the Cities of Alexandria, Falls Church, Manassas, and Manassas Park.

Purpose of Position:

As a Community Outreach Intern (COI) on the Program Team for Girls on the Run of Northern Virginia, you will be required to fill many roles. The purpose of this position is to assist in implementing all aspects of program delivery, such as site and volunteer coach recruitment and training, program and volunteer registration, delivery of GOTR NOVA's 10-week curriculum, ongoing site monitoring, and pre- and post-program surveys to measure program effectiveness and impact.

The COI works closely with sites and on-site personnel to deliver program training, marketing and other site support according to the GOTR program model. This position will work closely with sites and program staff to ensure that program quality and participant outcomes meet expectations. The responsibilities of the COI require a high degree of organizational capacity and flexibility. This is an unpaid internship, but interns will receive a small stipend for their participation.

Areas of Responsibility:

Organization

- Assist with data entry and management for site and volunteer information, recruitment and retention data tracking systems
- Support new program site onboarding and logistics
- File and log participant documentation
- Conduct needs assessments to help GOTR NOVA better serve girls and families in Northern Virginia
- Support program evaluation initiatives

Communication

- Support community engagement and external communication for program team
- Assist in developing outreach strategies for reaching new sites and communities

- Design recruitment materials
- Track site visit evaluation form reports to support program quality assurance procedures

Event Planning

- Support staff with 5K planning and implementation
- Assist with outreach and community engagement events

Other

- Assist in additional program development, management, and planning tasks as needed

Qualifications:

Required

- Organized, with an ability to prioritize time-sensitive assignments
- Creative and flexible
- Strong communication skills

Desired

- Background in Outreach, Marketing, Communication, Education, Nonprofit Management, or other related discipline
- Proficient in or a desire to learn Google Drive, Microsoft Office, and Mac products
- Spanish language proficiency a plus

Suggested Schedule:

Interns are suggested to work 12 to 20 hours per week, generally between 10:00AM-6:00PM Mondays-Thursdays (with some evening and weekend availability requested). The Spring internship runs from mid-January through mid-May, and the Fall internship runs from mid-August through early-December.

To Apply:

Please send a cover letter and resume to Hunner Rezek at hrezek@gotrnova.org. No phone calls please.