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| **Job Title:** | Community Outreach Intern |
| **Purpose:** | |  | | --- | | The Outreach Volunteer/Intern at EVE will set up and attend events and resource fairs promoting EVE’s services and mission. Additionally they will help assist with large scale events typically held in October and April. | |
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| **Location:** | |  | | --- | | The Outreach Volunteer will work out of the nonprofit’s main office at 1221 N. Grand River Ave. and at designated sites and events as identified by the Director of Community Outreach | |
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| **Key Responsibilities:** | |  |  | | --- | --- | |  | (1) Plans, sets up, and attends public events where community members in need of our services are likely to attend, such as resource & wellness fairs around the Lansing area.  (2) Helps promote events and services through EVE’s social media outlets.  (3) Distributes brochures and informational packets through a wide variety of venues.  (4) Searches for appropriate places to recruit volunteers and develop community partnerships.  (5) Data entry related to community partners worked with and/or other information related to volunteers  (6) Works with the Outreach staff to develop new materials as necessary. | |
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| **Reports to:** | |  | | --- | | Director of Community Outreach | |
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| **Length of Appointment:** | |  |  | | --- | --- | |  | The Outreach Volunteer will serve for at least 3 months, primarily between the hours of 9:00-5:00 with occasional evenings and weekends as needed for events. | |
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| **Time Commitment:** | |  |  | | --- | --- | |  | The Outreach Volunteer will provide anywhere from 10-20 hours a month throughout the year. | |
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| **Qualifications:** | |  |  | | --- | --- | |  | Potential volunteers need experience in building partnerships and networking. Experience with public speaking important. Knowledge of domestic violence and sexual assault helpful.  \*Must be able to pass criminal background checks  \*Must have reliable transportation | |
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| **Support Provided:** | |  |  | | --- | --- | |  | A one hour orientation to EVE will be scheduled at the convenience of the Outreach Volunteer and Director of Outreach. Two hours of training in the philosophy, planning, organization and implementation of the outreach program is required. In addition, attendance at monthly outreach meetings is desirable. The Director of Community Outreach is available on an ongoing basis to answer questions and provide other assistance as needed. | |
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