



Position Title

Intern, Alumni Network

Overview

Reality Changers is a dynamic non-profit organization that transforms lives, schools, and communities by providing youth from disadvantaged backgrounds with academic support, financial assistance, and leadership training to become first-generation college students.

The Alumni Network serves Reality Changers' over 2,000+ program graduates by offering leadership opportunities as well as academic and career services: bringing graduates together to serve each other, their younger peers, and the network. The Intern will contribute to the operations of the Alumni Network program as it seeks to reconnect with and engage current Reality Changers graduates.

During the internship, this person will learn about the internal operations of a growing non-profit organization and have the opportunity to contribute to one of its key programs, the Alumni Network. Many of the position's responsibilities will be independent work that requires the highest regard for consistency of writing, data entry, and communications.

This is an unpaid internship position that offers 10-20 hours per week.

Responsibilities

Intern responsibilities include, but are not limited to:

- Maintain accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, etc.
- Source relevant data and information for alumni communications, grant writing and other external correspondence
- Conduct outreach (e.g. regular phone calls, emails, etc.) to share updates with alumni and/or collect information
- Create content for social media platforms that boost alumni engagement with the organization
- Assist with planning and execution of networking, educational and social events
- Basic office duties: answering phones, filing, copying, and printing
- Support the alumni team on other administrative tasks and projects

Internship Requirements:

The intern must be available to work between the hours of 9am-5pm. Schedule is flexible, between 10-20 hours per week.

- Consistent attendance at each assigned shift
- Proficiency in Microsoft Office suite and email systems is required
- Outgoing personality to greet all guests and engage with students and alumni
- Pursuing a degree (or graduated) from an accredited college or university
- Excellent organization and detail management skills
- Strong understanding and appreciation of Reality Changers' mission and culture
- Reliable transportation

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