

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 college graduates.

The Alumni Network serves Reality Changers' over 2,500+ 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 connect with and engage 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, content creation, and research.

This is an unpaid internship position that offers 8-10 hours per week.

Responsibilities

Intern responsibilities include, but are not limited to:

- Create content for social media platforms that boost alumni engagement with the organization
- Create promotional and information materials that boost alumni engagement with the organization
- Research, create, and maintain a resource database for continuing education and professional development for alumni use
- Support the alumni team on other administrative tasks, projects, and events

Internship Requirements:

The intern must be available to work both in office and remote, with the ability to communicate with a remote supervisor. Schedule is flexible, between 8-10 hours per week for a minimum of 3 months with the possibility for renewal based on interest and performance.

- Consistent attendance at each assigned shift
- Proficiency in Google Drive is required
- 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
- Proficiency in Canva is preferred
- Demonstrated content creation skills and abilities
- Demonstrated experience in implementing social media content and campaigns

Please send a cover letter and resume to the contact below to be considered. Applications will be reviewed on a rolling basis.

Contact: Katie Craig | Volunteer & Intern Coordinator | Katie@RealityChangers.org