**CANOPY NWA  
Community Outreach Fall Internship Description**

**Intern Title:** Community Outreach Assistant  
**Reports To:** Community Outreach Coordinator  
**Internship period:** August 28- December 8

**SUMMARY**:  
Assists Community Outreach Coordinator with educating the community about refugee resettlement, advocating for the needs of refugees and recruiting and training volunteers. Assists in planning and coordinating quarterly community outreach events.

10-20 hours/week. Unpaid, for credit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Presents about Canopy’s work and volunteer opportunities to interested churches, service organizations and clubs
* Represents Canopy at community events, volunteer fairs, etc.
* Assists in planning and coordinating community events
* Develops new presentations and promotional materials as needed
* Writes regular blog and social media posts to increase Canopy’s social media presence and engagement
* Attends weekly staff meetings

**QUALIFICATIONS:**

* Ability to speak in front of medium to large audiences in an engaging way
* Some level of cross cultural ability and knowledge, with the ability and desire to work with people of other cultures
* Highly-organized and detail-oriented
* Ability to manage and communicate with teams of volunteers
* Written and spoken communication skills

**EDUCATION and/or EXPERIENCE :**

* Must be an undergraduate or graduate student for the duration of the internship. All majors encouraged to apply

*To apply, please submit a resume and cover letter to* [emily.linn@canopynwa.org](mailto:emily.linn@canopynwa.org) *by July 15.*