

Events and Community Outreach Intern Job Description

Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County. Currently, The Education Foundation has 3 main initiatives:

1. Take Stock in Children – A scholarship and mentoring program working with low-income youth
2. Senior Scholarship – A college scholarship program open to all high school seniors in Alachua County
3. Teacher Professional Development – The Education Foundation supports Teacher Professional Development in a variety of ways from Catalyst for Change, a competitive grant program available for teachers and schools awarding \$4,000-\$6,000 per year for innovative projects, to the Collaborative Classroom Project, to supporting the SBAC Professional Development Department.

Events and Community Outreach Intern:

Hours: 15 hours/week; occasionally evenings and weekends as needed (During special events)

Duration: Entire length of Spring, Summer or Fall Semesters

Compensation: \$500 semesterly stipend (\$250 mid-internship and another \$250 completion of internship)

Position Summary

The Events and Community Outreach Intern will work closely with The Foundation's Director of Programs to help with the planning and execution of special events, community engagement efforts, social media management, graphic design work, mailings, and donor relations.

Education

This position is geared toward a junior or senior attending the University of Florida.

The major duties and responsibilities of this position include:

- Shadow Foundation Staff
- Assist in planning and execution of major fundraising events and activities, along with community events and workshops, which includes monitoring RSVPs, taking photos, and helping to make sure things run smoothly
- Assist with the donor acknowledgment process
- Help prepare promotional materials for solicitation
- Plan and manage social media sites and the Foundations website
- Assist with mailings
- Assist with communication with individual and corporate donors
- Assist staff with administrative documentation
- Attend staff meetings

Personal Qualifications and Skills Required

- Strong written and oral communication skills
- Proficiency in Microsoft Office, Google Docs, experience with donor software, Canva, and Adobe Creative Cloud a plus, but not required
- Ability to work independently and take initiative on projects
- Comfortable representing the organization at community events
- Public relations or marketing experience preferred
- Must have a passion for education
- Strong written and oral communication skills
- Experience planning events
- Ability to work on multiple tasks
- Applicant **must** have reliable transportation**

Anyone who is interested should send their resume to our Marketing and Events Administrator Kate Clement at kclementka@gm.sbac.edu