



Job title	Volunteer and Marketing Intern
Reports to	Volunteer Program Administrator and Marketing Coordinator
Job Classification	Unpaid Internship Position

Job Summary

Support the Advancement department by helping with individual/group volunteers, marketing and special events. Student Interns work mainly on-site (some work-from-home tasks) in the main office and must be available for a minimum of 10-hours each week for 10-12 weeks.

Duties and Responsibilities

- Assist in coordinating individual and group volunteer activities
- Assist with special event planning, client events and possible third-party events
- Help facilitate awareness program in target service area
- Assist with coordination and organization of in-kind donations
- Represent Mutual Ground by staffing tabling events in the community
- Assist with Student Advisory Board activities
- Attend monthly advancement and staff meetings
- Demonstrate integrity & professionalism in interactions with staff, clients, volunteers, and donors
- Represent Mutual Ground professionally when working in the community or on the phone
- Ensure confidentiality at all times
- Other tasks as needed

Qualifications

- Dedication to supporting survivors of domestic and sexual violence
- Ability to communicate effectively verbally, over the phone, and in writing
- Commitment to punctuality and an ability to serve through duration of assigned shifts
- Acceptance and respect for diversity of culture, sexual orientation, gender identity, gender expression, ability, and religious belief, etc.
- Bilingual skills a plus, but not required
- Computer and general technology/software proficiency
- Ability to lift and/or move up to 20 pounds
- 60-Hour Domestic Violence and Sexual Assault Certification (provided by Mutual Ground) optional

How to Apply

Submit a cover letter and resume to Betsy Santana, Advancement Director, at bsantana@mutualground.org. MGI is an Equal Opportunity Employer. Selection will be based solely on merit and will be without discrimination because of age, race, sex, religion, national origin, marital status, sexual orientation, gender identity or expression, or mental or physical disability.