



**Big Brothers Big Sisters**  
of San Diego County

## **JOB DESCRIPTION**

### **JOB TITLE: Community Outreach Intern**

**DEPARTMENT: Marketing, Events & Outreach**

**REPORTS TO: Sr. Manager of Marketing, Events & Outreach**

#### **JOB SUMMARY:**

Big Brothers Big Sisters of San Diego County (BBBS of SDC) is a nationally affiliated non-profit organization that provides San Diego youth with professionally supported one-to-one mentoring relationships to change the lives of children for the better. We are looking for an intern to work with the Community Outreach Team to facilitate parent and volunteer inquiries and help recruit volunteers with an emphasis on male volunteers and Spanish-speaking volunteers.

#### **JOB RESPONSIBILITIES:**

- Facilitate parent and volunteer inquiries, communicate basic program information and engage and motivate potential volunteers to become involved with BBBS of SDC.
- Send required forms to families and update/enter data into online database.
- Follow up with volunteers regarding Volunteer Information Session (VIS) attendance.
- Follow up with volunteers who did not show up to VIS.
- Assist with recruitment of volunteers and outreach of clients in targeted demographics and neighborhoods.
- Represent agency at volunteer fairs, meetings and like gatherings.
- Post fliers or information about BBBS at local businesses or community organizations.
- Assist at BBBS Volunteer Information Sessions.

#### **REQUIRED SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills. Ability to represent the agency in a professional manner.
- Ability to work with families of various backgrounds while conveying warmth and acceptance.
- Successful completion of background checks.
- Reliable transportation and valid driver's license.
- Must be able to travel as needed within the agency's service area.
- Computer proficiency in Microsoft Office software.
- Bilingual Spanish-speaking preferred

20 hours a week. Flexible schedule available. Ability to work occasional nights and weekends required.

**DURATION OF INTERNSHIP**

1 semester at minimum is required.

**JOB QUALIFICATIONS:**

- Enrollment in college undergraduate/graduate program with at least sophomore status

**PHYSICAL DEMANDS:**

Ability to work effectively using a computer for long periods of time. Ability to carry banners, table, chairs for event set-up.

**The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change to meet the needs of the organization.**

Updated: August 24, 2017