

BIG BROTHERS BIG SISTERS OF COLORADO

SUMMARY DESCRIPTION

The intern in this position will have the opportunity to experience numerous aspects of nonprofit work, including fundraising and development, events and marketing, programming and volunteer processes and finance and operations.

They will learn about the BBBS matching process from volunteer intake through match introduction through opportunities to shadow and observe steps in the matching process:

- Volunteer Orientation
- Volunteer Interview
- Matching

They will also support special fundraising events, including but not limited to annual Volleyball, Sanctuary Golf Classic and Topgolf for Kids' Sake events, as well as manage general marketing efforts for the agency. Please see below for more specifics.

RESPONSIBILITIES

Volunteer Coordination & Board Leadership:

Assist in recruiting, organizing, and overseeing responsibilities of volunteers for:

- Back to School Picnic and Backpack Giveaway Event
- Mentor2.0 Summer Event
- Assist with Associate Board oversight and planning of Board Meeting and Big Network event

Fundraising/Development:

- Support donor sponsorship stewardship

Events & Marketing:

- Work with committees, solicit auction items; manage attendee lists; manage online tools for events; follow up plan post-event; ensure accurate sponsorship recognition; make recommendations to team for modified events
- Manage general marketing efforts for the agency including website management, maintain branding standards and ensure they are enforced agency-wide, manage social media posts and awareness, design and disseminate e-newsletters, track results of each marketing tactic and campaign.

QUALIFICATIONS

N/A

INTERN TIME (IN CATEGORIES)

- Volunteer Coordination & Board Leadership: 75 hours
- Program Execution: 75 hours
- Fundraising/Development: 50 hours
- Events & Marketing: 100 hours.

TYPICAL WORK SCHEDULE

M – F 9 – 5; Schedule can be flexible and determined with the intern.

Night and weekend events will take place during this timeframe. While not required, this is encouraged and hours could be flexed.