

**TYSON FOODS SUMMER COMMUNITY INTERNSHIP PROGRAM**  
**JOB DESCRIPTION – COMMUNITY ENGAGEMENT INTERN at BRIDGE COMMUNITIES**

<b>Position Title</b>	<b>Community Engagement Intern</b>
<b>Organization</b>	Bridge Communities
<b>Department</b>	Development
<b>Address</b>	505 Crescent Boulevard, Glen Ellyn, IL 60137
<b>Supervisor Name</b>	Amy Van Polen
<b>Supervisor Contact</b>	<a href="mailto:Amy.vanpolen@bridgecommunities.org">Amy.vanpolen@bridgecommunities.org</a> ; (630) 545-0610 x 12

**TERMS OF EMPLOYMENT**

- A. BACKGROUND CHECKS:** This position requires the following background checks.
  - a. A full background check will be conducted to review financial and criminal history and includes a Sex Offender Registry check.
  - b. Professional and personal references must be provided.
- B. ELIGIBILITY**
  - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2018.
  - b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to Campus Compact.
  - c. Must have a valid driver’s license and reliable transportation with insurance.
- C. WORK SCHEDULE & CONDITIONS**
  - a. This is a full time (35 hours per week) position.
  - b. This position is not eligible for sick, vacation, and holiday leave during employment.
  - c. Bridge Communities’ offices are located on the 2<sup>nd</sup> floor of a building and there is no elevator.
  - d. Must be available to work an occasional evening or weekend.
- D. BENEFITS**
  - a. SALARY. The individual shall receive a \$3,000-3,500 salary (depending on location) distributed bi-weekly in equal amounts for the duration of employment.
  - b. PROFESSIONAL DEVELOPMENT. Campus Compact will provide an in-person orientation and three professional development opportunities to the employee.
  - c. Student interns will be reimbursed for their mileage expenses.
- E. EVALUATIONS**
  - a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

**RESPONSIBILITIES**

- A. POSITION PURPOSE**
  - a. This position provides a student intern with a broad range of responsibilities in organizational development, fundraising, marketing and event planning, volunteer management, program development, and data collection and research. Projected outcomes include:
    - i. Increase participation in Bridge’s signature event, Sleep Out Saturday, for the 15<sup>th</sup> anniversary
    - ii. Increase visibility of Bridge Communities and awareness about the issue of homelessness through targeted community engagement events

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- iii. Assess existing educational curriculum and enhance it with new data and age-appropriate activities to increase usage among children and youth groups
- iv. Compile a comprehensive list of educational scholarship opportunities to distribute to clients
- v. Expand the number of Bridge ambassadors that are available to share Bridge’s mission throughout DuPage County

### **B. DUTIES**

- a. Promote the 15<sup>th</sup> anniversary of Sleep Out Saturday through outreach to past participants; identify and recruit potential participant groups, individual “Sleep Out Stars”, and corporate sponsors; coordinate event logistics; update and maintain participant database to effectively track participation; update and create event materials and resources
- b. Coordinate logistics for 30<sup>th</sup> anniversary speaking tour with the organization’s founder; develop materials used to promote the tour; communicate with key stakeholders before and after each meeting
- c. Review Bridge’s online Homeless Curriculum, interview users, and assess areas for improvement; research and update data and age-appropriate activities
- d. Research available scholarships for adults in our program who are pursuing additional education and professional certification; create materials with this information that can be distributed to clients
- e. Research best practices for a volunteer speakers bureau; develop implementation strategy; establish formal practices for volunteer recruitment and training

### **C. COMMUNITY IMPACT**

- a. The projects completed by the student intern will build awareness about suburban homelessness and poverty. This increased awareness will lead to expanded volunteer and community partnerships, thus multiplying the impact of Bridge’s work with homeless families, and ultimately empowering more client families to achieve permanent housing and financial stability. The activities that the intern will complete will strengthen Bridge’s capacity and mission, and thus improve the lives of many more DuPage County families.

## **QUALIFICATIONS**

- a) Excellent verbal, written and interpersonal skills.
- b) Experience with Adobe, cloud-based document sharing, and Microsoft Office, including Word, Excel, Access, and Outlook. Proficient with social media administration.
- c) Ability to make cold calls.
- d) Understanding of homelessness and poverty. Passion for helping those in need.
- e) Ability to work independently, as well as a member of a team.
- f) Ability to set priorities and organize work to accomplish goals.
- g) Openness to learning. Flexibility.

## **LEARNING OBJECTIVES**

### **A. CAREER DEVELOPMENT**

- a. Through meaningful learning opportunities and access to executive leadership, student interns will gain a working knowledge of nonprofit management, community and volunteer engagement, and fundraising. In addition, students will be able to apply their writing, research, and data analysis skills to further developing Bridge’s programs. Interns will learn how to implement solutions to suburban homelessness and develop real-world strategies for fighting generational poverty.

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**B. SKILL DEVELOPMENT**

- a. Interns will learn project and time management skills, and communication skills, specifically how to effectively articulate the organization’s mission and the social issues that Bridge addresses. Interns will improve their public speaking and marketing skills. They will also learn how to set individual goals that align with the organization’s broader goals and then work towards those goals. Interns will be an active participant in assessing the results of their activities throughout each project.

**C. PERSONAL GROWTH AND DEVELOPMENT**

- a. Working at Bridge Communities will provide students an opportunity to deepen their social commitment and gain confidence in the ways that they can make a positive impact in their community.

Bridge Communities is an equal opportunity employer. It is our policy to grant equal employment opportunity to all qualified individuals without regard to race, color, age, national origin, sex, religion, pregnancy, ancestry, disability, sexual orientation, marital status, military or veteran status, or any other status protected by applicable federal, state, or local laws. This policy pertains to all personnel actions including, but not limited to recruitment, evaluation, selection, promotion, compensation, and termination.

This job description does not list all duties of the job. You may be asked by supervisors to perform other duties. You will be evaluated, in part, based upon your performance of the tasks listed in this job description. Your employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

**SIGNATURE (this will be signed at the point of employment with the student)**

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>