

Position Title: Community Engagement Intern

Team: Vice President of Community Engagement, Director of Marketing, Director of Philanthropy

Reports to: Vice President of Community Engagement

General Summary: We are looking for a highly motivated, enthusiastic, personable and organized individual who is passionate about community engagement and project pathways that foster opportunities for engagement with and among Gamma Phi Omega International Sorority, Inc.

The success applicant will have opportunities to contribute ideas, execute logistical planning, and collaborate in the areas of programming initiatives, marketing projects, web and other digital engagement content. Applicant must be comfortable taking direction from team members and should expect to take initiative to research and learn about opportunities that offer potential benefits to the organization. Applicant may expect to work between 4-6 hours per week, depending on volume of projects.

Principle Duties, Responsibilities, and Other Job Related Information:

- Assist Vice President of Community Engagement with event and program planning for existing and new initiatives
- Coordinate marketing efforts with Director of Marketing and Assistant Director of Marketing
- Cross-collaborations with directors of member operations and expansion, and executive team
- Take on ad-hoc projects, as needed

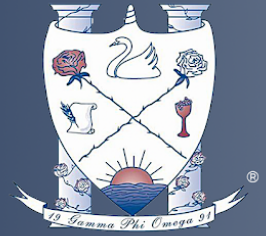
Position Requirements (Minimum Knowledge, Skills, and Abilities Required):

- Degree in, or working towards a degree in, the humanities sector, communications, technology or creative services, and/or comparable work experience
- Outstanding writing, editing and verbal skills
- Entry-level knowledge of Adobe Creative Suite (Photoshop, InDesign), MS Office Suite, Canva, and video editing programs
- Ability to work independently with minimal day-to-day supervision but with weekly virtual/ phone/ in-person status check-ins

GAMMA PHI OMEGA[®]

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National Board of Directors

Unity and Sisterhood, Now and Forever, One and Inseparable



Position Benefits:

- At conclusion of service, successful applicant may solicit a Letter of Recommendation or Reference from Community Engagement Team for use in professional career advancement
- Enhanced work-product portfolio
- Development and refinement of skillset in the areas of logistics, event planning, marketing, customer/vendor relationship management, strategic planning, and project management
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations