



Community Outreach Intern JOB DESCRIPTION

Title: Community Outreach Intern

Reports to: Program Manager

Organization Description:

Girls on the Run-Chicago (GOTRC) is a non-profit (501(c)(3), community-based program that uses the power of running to educate and inspire girls for a lifetime of self-respect and healthy living. Founded by five area women in 1999, GOTR-Chicago now has more than 300 volunteer coaches who mentor nearly 2,000 young girls (ages 8-12) in after-school sessions that combine training for a 5K running event with self-esteem enhancing, uplifting lessons. GOTR-Chicago sessions integrate specific life-skills training such as healthy decision-making, dealing with bullies, contributing to the community, leadership and teamwork.

Position Summary: The Community Outreach Intern works with the Program Manager on a targeted outreach campaign to bring our programs to new communities- specifically Humboldt Park, Gage Park, South Chicago and Waukegan. This opportunity affords *direct and ongoing* contact with community leaders, public officials, schools, parks and other community institutions, as well as other nonprofit organizations. Duties include but are not limited to:

- Identifying and staffing community events such as health fairs, neighborhood organization and coalition meetings, athletic events and parent-teacher meetings.
- Updating and maintaining our database of public official, community, and school contacts
- Developing letters and fact sheets and other informational materials about GOTR for community leaders and potential new sites;
- Ensuring timely follow up to all inquiries and meetings;

Qualifications

- Excel; Microsoft Outlook
- Excellent research, writing and organizational skills
- *Excellent verbal communications skills*
- Willing to work in fast-paced environment
- Ability to manage multiple tasks simultaneously

Other Information:

- Interns are expected to work a minimum of 12 hours per week and must be available to work at least 2 days per week for a duration of at least 8 weeks.
- Applicants who reside in or near the target communities are welcome and encouraged to apply.

To Apply: Please send a cover letter and resume to Cat Cannon ccannon@gotrchicago.org