



American Red Cross Community Relations Internship

The American Red Cross is seeking college enrolled interns for the fall semester to assist and support the Community Relations Department. It would be greatly appreciated if you could promote this exciting and educational opportunity to your contacts and through social media:

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American Red Cross Community Relations Internship

The American Red Cross is seeking college enrolled interns for the fall semester to assist and support the Community Relations Department. Interns will provide support the department as I seeks to increase awareness of Red Cross programs, activities and services throughout New York City, Long Island and the Lower Hudson Valley. Interns will also assist in direct outreach to promote specific programs being administered by the Community Relations Department and represent the Red Cross at community events where the organization is invited to share information and materials with the public, such as health fairs, street fairs and employee engagement days. Interns will also be trained as an active participant in the department’s large-scale disaster plan and will be called upon to assist the department if the plan is activated.

Key Responsibilities:

- Assist in outreach activities to federal, state and local elected officials including attendance at meetings, scheduling, and preparing outreach materials.
- Track local emergency responses and inform elected officials and community leaders of responses in their districts.
- Accompany members of the Community Relations Department to meetings with elected officials and community leaders as well as deploy to disaster responses if necessary with the Regional Senior Director.
- Assist the Community Relations Department, as needed, in the cultivation of relationships with stakeholders that result in greater community presence and increased appreciation for the Red Cross mission. This includes civic associations, faith-based organizations and community leaders.
- Complete training in the Pillowcase Project which teaches children (ages 8-10). Upon completion assist in scheduling presentations, assisting trainers and provide a minimum of 2 presentations over the course of the internship.
- Complete training in the Citizens Preparedness Corps. training which teaches adults (ages 18 and older) emergency preparedness. Upon completion assist in scheduling presentations, assisting trainers and provide a minimum of 2 presentations over the course of the internship.
- Act as a spokesperson when necessary to meet with external audiences to promote programs and services offered by the Red Cross.
- Track state and local legislation that may be of importance to the Red Cross and its mission.

- Provide support for community outreach activities and special events developed by the Community Relations Department as needed.

Qualifications:

- Proficiency with Microsoft Office (Excel, PowerPoint, Word and Outlook) and internet research.
- Comfortable in meetings with individuals and groups, including small children.
- Comfortable with public speaking.
- Interest and some understanding of the state and local budget and legislative process preferred.
- Willingness to travel throughout the five boroughs of New York City, Lower Hudson Valley and Long Island
- Business/business casual attire required.

Training & Opportunities:

- Interns will be required to take Disaster Services Overview and accompany trained Red Cross responders to see first-hand how Red Cross assists people affected by local disasters (fires, floods, power outages, etc.)
- Training will be provided in the Community Relations Department's large-scale disaster plan.
- Interns will also be required to complete training in the Pillowcase Project and, upon completion, be available to assist the chapter in reaching its goal of 4,000 children taught.
- Interns will also be required to complete training in the Citizens Preparedness Corps. program and, upon completion, assist the chapter in reaching its goal of 13,000 people reached.
- Interns will be offered an opportunity to learn Adult CPR/AED and/or First Aid at no cost if accepted by the department.

Time Commitment & Benefits:

- Interns will be required to assist the department from September 2015 through December 2015.
- A minimum of three days a week, 4-6 hours per day, availability is preferred.
- The position will be based primarily out of the chapter's Manhattan office: 520 West 49th Street (between 10th & 1st Avenues)
- This is a non-paid internship, however interns may receive college credits if accepted.

To apply:

- Please send a resume and cover letter to: Alex.lutz@redcross.org.
- An in-person interview is required if your resume meets the department's needs.

Alexander P. Lutz, Jr.
Regional Senior Director of Community Relations, American Red Cross
Greater New York Region; 520 West 49th Street, New York, NY 10019
212-875-2396 (p) 646-491-2844 (c) 646-557-5853 (f)