

RECRUITING COMMUNITY OUTREACH INTERNS for a Winter Semester Internship

Since 1877, The Fresh Air Fund has worked with and provided New York City children from low-income communities, free summer experiences. More than 1.8 million children have been served through two core program areas, the Fresh Air Camps on Sharpe Reservation or through visits to volunteer host families in states from North Carolina and Virginia to Maine, and into southern Canada. Since 1994, The Fresh Air Fund has supported complementary year-round academic enrichment programs together with tutoring and mentoring, in addition to a Career-Awareness Program, a College Connections Program, and a Teen Leadership Program. The Fresh Air Fund is an independent, not-for profit organization. Presently, each year, nearly 7,000 boys and girls participate in Fresh Air programs.

The Fresh Air Fund is recruiting part-time Community Outreach Interns to work within our Community Outreach Team for the Winter semester.

Community Outreach Interns will work directly with Community Outreach Managers and help to spread awareness of The Fresh Air Fund's summer programs. They will outreach to NYC communities and help to deepen and strengthen our relationships with community organizations, schools, faith-based institutions, and various community partners. They will present about The Fresh Air Fund summer programs and recruit children and families to apply for our free summer programs.

This is an internship for 12-15 hours a week, which can include evenings and weekends.

Responsibilities

- Canvas and give presentations in diverse communities of parents and guardians
- Implement department recruitment strategies, which may include:
 - Preparing materials for community partners and recruitment events
 - Staffing events and tabling at various agencies
 - Helping with mailings and other appropriate follow-up with community partners and our families
- Assist with application review and processing
- Communicate and assist parents with completing applications
- Manage a high volume of phone calls regarding summer programs, application process and`

Qualifications:

- Strong organizational and public speaking skills
- Outstanding interpersonal and communication skills
- Comfort with speaking and meeting with families and professionals alike
- Patient and friendly with a high degree of professionalism
- Strong computer skills and must be detail oriented
- **Bilingual and fluency in languages other than English strongly preferred (such as: Spanish, Chinese, and Korean)**

Interested candidates please email resumes and cover letters to aparker@freshair.org with Community Outreach Internship in subject. No calls please.