



## INTERN Position Description

**Status:** Part-time (Unpaid)

**Level:** Internship – Community Outreach and Direct Tutoring Services

**Location:** 1365 Gateway Drive, #519 Auburn, Alabama

### Reports to Executive Director

### SUMMARY

The Lee County Literacy Coalition (LCLC) provides free one-to-one tutoring for adult learners in reading, math, writing and GED preparation as well as literacy workshops. Interns and volunteers are essential to the success of the LCLC. Individuals willing to encourage others, share positivity and make new, fulfilling connections are right for this role. This position will assist with volunteer recruitment, program logistics and event coordination to include some basic administrative tasks.

### RESPONSIBILITIES

- **Special Project** – Intern will assist with outreach and awareness efforts to engage learners and recruit volunteers, identify potential partners and locations to host events and activities.
- **Volunteer Recruitment** - Assist with brainstorming and creation of Facebook ads and other print materials to recruit volunteers for the organization. Other duties may include keeping new and existing volunteers informed about new opportunities and updates, collecting volunteer information and maintain an up-to-date database, and assist in basic tutor training workshops.
- **Training & Development** - Intern will assist with scheduled trainings, workshops, roundtable, brainstorming sessions for sustainable program delivery, lead and/or assist with (small-group) introductory tutoring session in reading, writing, and math, and forum logistics including participant registration, developing agendas, and classroom set up.
- **Grants & Fundraising** – Intern will assist with research of potential grant opportunities by gathering proposal information using available resources in order to identify and communicate risks associated with proposals.
- **Administrative** - Intern will answer calls, workshop registration, greet walk-ins and provide basic information to learners and tutors. Other duties may include inventory of computers, collaborate with sponsor staff to create e-documents, maintain workflow, and learner instructional material.

### QUALIFICATIONS

Proficient in Microsoft Office Suites with some experience with social media platforms. Proven ability to work well with others, follow instructions, communicate clearly and use personal initiative. Must have good interpersonal skills with collaborative spirit. Must be working towards completing bachelor's degree or equivalent combination of education and experience will be accepted.

### WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.

**EEO POLICY STATEMENT**

Lee County Literacy Coalition provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.