

American Red Cross
Community Outreach and Education Intern
Full or part-time, unpaid internship

Position Summary

Community Outreach and Education interns will be responsible for assisting with the implementation of chapter programs to educate our community in the various American Red Cross lines of service. This intern will help coordinate events and presentations to increase the presence of the American Red Cross in the community.

Reports to the Marketing and Communications Specialist.

Core Responsibilities

Provide assistance with, and support of, the following:

- Recruiting volunteers for events and presentations
- Developing new event and presentation materials
- Maintaining a database of statistics from presentations and events
- Maintaining a database of volunteer contact information
- Communicating new events and presentations to volunteers
- Attending events and presentations

Requirements

- Successfully completed background check
- Coursework towards a degree in Emergency Management, Marketing, Communications, Social Services, Non-Profit Management, Education, or similar major
- Comfortable with public speaking
- Excellent communication skills
- Willingness to learn, flexibility, enthusiasm, eagerness to work with diverse populations
- Ability to operate, or willing to learn to operate, A/V equipment
- Competence in using Microsoft Word, Excel & Power Point software
- Ability to work in downtown Pittsburgh office during business hours. May include travel to local events and presentations which are sometimes during off-business hours in Allegheny, Washington, Greene or Fayette County

Training Required at the Start of the Internship

- Orientation to the American Red Cross (on-line)
- Community Outreach and Education Intern Workshop (2 hours)

To Apply

Please email cover letter and resume to Renee Willow, Volunteer Coordinator at WillowR@usa.redcross.org or mail to American Red Cross, ATTN: Renee Willow, 225 Boulevard of the Allies; Pittsburgh, PA 15222. Please indicate your availability in your cover letter.

Deadline

Deadlines are one month prior to start of semester. (Fall: mid-August; Spring: mid-December; Summer: mid-May)