



Community Events and Outreach Internship

Family Futures is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Community Events and Outreach Interns gain experience in the event planning field, communication, coordination and planning in a nonprofit setting for the Connections program. Connections is a parent-focused program, which aids in educating parents about child development, nutrition, and other topics, as well as guiding them towards other community resources if needed. Interns will support program outreach efforts by planning and implementing ways to reach families where they are at. This intern will be part of the larger team to provide support to other areas of the organization as needed. This internship position is unpaid but college credit can be earned.

Duties & Responsibilities May Include

- Coordinate Family Futures representation at local community events
- Work on outreach planning with Family Futures as part of the Outreach and Navigation Provider Network
- Network with local businesses, and organizations to help create successful events
- Assist in the implementation of various outreach efforts through mailings, social media, and other communication methods
- May involve collecting data and information for basic report writing

General Requirements

- Current student or recent graduate
- Experience or interest in relevant field of study: Nonprofit, Human Services, Communications, or other potential majors
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization
- Maintain confidentiality
- Ability to work autonomously
- At least 12 hours per week

Qualifications

- Interest in working in event management or community outreach coordination
- Ability to multitask
- Strong organizational and planning skills
- Ability to work independently and demonstrate initiative
- Creative and innovative

Application Instructions

- Complete the online [internship application](#) and upload a current resume and cover letter
- For more information, please contact internship@familyfutures.net.