

Community Partnerships 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 within community partnerships, communications, 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. 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

- Build relationships with current and future partners
- Assist in planning and coordinating meetings and presentations
- Network with partner sites in order to support relationship management within the organization
- Assist in the implementation of various outreach efforts through mailings, social media, and other communication methods.
- Collect and review data and information for basic report writing for partners and funders.

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

- Ability to multitask
- Strong organizational and planning skills
- Strong communication skills
- Intermediate writing 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.