



A Step Ahead Foundation is offering part time internships for college students this fall/spring, and summer. Internships have a primary project/focus area and help provide general administrative and program support. Students must be available to work between 10 am and 5 pm, but the specific hours are negotiable. Interns are paid \$10/hr, unless there are compensation opportunities available through the students' respective schools.

Community Outreach Intern

- Increase ASAF outreach efforts to identify potential locations
- Manage existing partnerships and meetings
- Attend community/partner events as needed
- Assist with projects in conjunction with partner organizations
- Represent ASAF in offices at our partner organizations and the community
- Assist Community Outreach Coordinator in identifying new speaking opportunities and partnerships
- Perform community outreach to raise visibility and awareness of ASAF
- Other duties as needed

Girl Talk Intern

- After training be able to significantly assist with Girl Talk sessions
- Communicate information to the Girl Talk audience
- Keep an account of all pertinent information regarding each individual session
- Represent ASAF in offices at our partner agencies and the community
- Perform community outreach to raise visibility and awareness of ASAF
- Distribute appropriate marketing materials to locations assigned by Community Outreach Coordinator and Marketing/Development Manager
- Attend monthly staff meetings
- Other duties as needed

The ideal candidate for both positions must have the following skills/experience:

- Must be willing to be trained on sexual health and female related topics
- Must be able to communicate the information to the audience - (Public Speaking will be required)
- Excellent oral and written communication skills
- Must display a great deal of positivity and must be energetic during sessions
- Must be proactive and a motivated self-starter who pays close attention to detail
- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., Public Health, Social Work, Education, Marketing)
- Excellent time management skills
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- A passion for community enhancement, engagement and empowerment
- Organizational acumen
- Must have reliable transportation and proof of insurance

