



Brand Ambassador - Summer Internship

Big Brothers Big Sisters of Dane County (BBBS) is seeking a part-time Brand Ambassador for Summer 2024. Interns need to commit to 15-20 hours/week. Work schedule and location can be flexible, although some work will require regular hours at the BBBS Office (2059 Atwood Avenue). Position pays \$15/hour.

Job Description

The intern will work closely with our community outreach and volunteer manager to assist with the recruitment efforts of adult volunteers for our program and brand awareness. Work includes but is not limited to attending various community events, setting up information tables, distributing recruitment materials, accurately discussing volunteer requirements, and answering questions relating to our program. Must be outgoing and willing to engage with a wide variety of people.

Interns will perform functions including (but not limited to):

- **Recruitment Events**—assist in scheduling, planning, facilitation, and follow-up of presentations, meetings, and participation at fairs/events for volunteer recruitment.
- **Event Marketing**—assist in creating and distributing marketing materials for the campaign, which may include graphic design of printed/digital collateral, producing PowerPoints, and visual displays for events.
- **Recruitment goal tracking**—assist in tracking goals and metrics to ensure that recruitment is on track to reach goals.

NOTE: Exact scope of work will be determined based on experience and skill set of intern.

Qualifications

Ideal applicants are hard-working, professional, proactive, self-motivated, and adaptable. They are committed to the mission of BBBS and are eager to learn and grow. Applicants must be proficient in Microsoft Office and Google Suite and have excellent writing and editing skills. Experience with InDesign, Adobe Creative Suite, and social media management is preferred but not required. Must have access to reliable transportation as attending events around the county will require driving.

About Big Brothers Big Sisters Dane County

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. We develop positive relationships that have a direct and lasting effect on the lives of young people. Children in our program achieve higher aspirations, greater confidence, and educational success.

How to Apply

Email Tracy Anderson (tanderson@bbbsmadison.org) with a resume or for questions about the internship.

Internship Applications accepted on a rolling basis.

Final Application Deadline: May 1st, 2024.

Internship would start around June 3, 2024 (or sooner), based on availability.