



**JOB TITLE:** Recruitment & Outreach Intern

**REPORTS TO:** Program Director

**LOCATION:** 315 4<sup>th</sup> St. S. La Crosse, Wisconsin – serving 15 counties.

**JOB SUMMARY:** The Recruitment and Outreach Intern will assist in the recruitment of Bigs, Littles, Mentors and Mentees to Big Brothers Big Sisters by developing and maintaining positive community relationships. They must be able to identify and build relationships with new leads while maintaining strong communication and interactions with ones that are already established. The Recruitment and Outreach Intern will serve as a spokesperson to promote the organization's mission to the community. The successful candidate will be a self-starter, determined, and idea driven. They must be comfortable establishing relationships with new community partners and managing resistance.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Accepting students classified as Sophomores, Juniors, and Seniors (preference for Juniors and Seniors).
- Minimum GPA of 2.75.
- Availability to work at 12-15 flexible hours per week for the duration of the school semester.
- Must be available to work from our downtown office.
- Strong communication and interpersonal skills.
- Comfortable talking on the phone.
- Must be able to work independently and as part of a small team.
- Attention to detail and organized.
- Must be self-motivated, flexible, and able to manage multiple priorities.
- Intuitive and idea driven with the ability to be a self-starter.
- Familiarity with Microsoft Office Suite (Outlook, Excel, PowerPoint, etc.)
- Schedule must be flexible enough to be able to attend occasional evening or weekend events or activities as needed.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

- A high school diploma or equivalent preferred; currently enrolled in undergraduate or graduate studies preferred. Majors in the Human Service field are preferred, such as Social Work, Psychology, Criminal Justice, Child and Family Studies, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the Agency's annual recruitment strategy.
- Seek out and develop new relationships with community partners to increase pool of Mentors and Mentees (Bigs and Littles).
- Initiate and attend meetings with companies, schools, and organizations to promote Big Brothers Big Sisters' programs.
- Support launch and expansion of new and existing programs.
- Assist with the creation of digital and print recruitment content including social media posts, newsletters, and website updates.



- Plan and execute recruitment events with support of Program Staff (Big Socials, HS Big Recruitment Rally, etc.).
- Identify monthly tabling/marketing event opportunities in the community (expos, fairs, festivals, community parades, etc.).
- Assist in management of the Community Partner database.
- Maintain consistent Agency messaging internally and externally.
- Assists other BBBS7RR staff as needed and necessary.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.

### **EQUAL EMPLOYMENT OPPORTUNITY**

At BBBS we are committed to providing an environment of mutual respect where equal employment opportunities are available to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or disability.