BIG BROTHERS BIG SISTERS OF THE PINE BELT
INTERNSHIP DESCRIPTION Spring 2018

ABOUT:
Through the Big Brothers Big Sisters Internship program, students will be introduced to the roles of community organizations and how each play a role in the community’s quality of life. The experience will provide the opportunity to work with families and children who are facing adversity in their lives. The intern will learn the role of a Program Specialist including:

- Customer Relations
- Scheduling interviews
- Recruiting

PREFERRED QUALIFICATIONS:
Intern candidates must be at least a sophomore studying in any of the following areas: Communications, Education, Child and Family Studies or Nonprofit Studies. They should hold an average GPA of at least 3.0 or otherwise approved by the Program Specialist. They must have solid written and verbal communication skills. Preference given to students obtaining a minor in nonprofit studies.

RESPONSIBILITIES:

- Attend at least one resource council meeting held on the first Friday of the month.
- Assist the Program Specialist in planning and attending fundraising events.
- Assist the Program Specialist with updating the Facebook page.
- Participate in the program as a mentor through the duration of the internship.

Start Date: Second Semester Spring 2018
Hours: 6 to 8 per week. Intern schedule will be coordinated with Program Specialist.
Compensation: This is an unpaid internship.

To apply, please send a cover letter and resume to Angie Sides at asides@bbbsms.org.