

Position Description

[Riley's Way Foundation](#) is looking to hire a program intern to help support the administration and growth of our [Council](#) and [Chapter](#) programs. The Riley's Way Council and Chapter programs bring together like-minded young leaders in high schools or colleges to address social impact issues in their communities. The intern will report to the Council and Chapter Program Coordinator and will be hired for a 9 month period, with the opportunity for extension.

The intern will assist with various administrative and support tasks, such as conducting research to assist with Chapter expansion, communicating with and sharing opportunities with Council members, and maintaining existing and creating new operational systems for program administration. It is a plus if you are local to the NYC area (although remote applicants will be considered) and have experience with conducting outreach, administration, and designing programmatic materials.

Major Responsibilities

- Coordinate and create a monthly newsletter to send to Council and Chapters to share opportunities with students
- Conduct research and build out a landscape analysis for Chapter expansion
- Help create and execute a Chapter outreach plan in line with our expansion plan
- Work with the Communications team to ensure that resource kit and other marketing materials align with our brand; update and expand upon existing materials
- Help collect, log, and organize forms, materials, and evaluations
- Help create new systems and update existing operational systems
- Help coordinate and plan trainings and orientations for program participants
- Meet with program participants to help create and collect communication materials, such as end of year blogs, videos, and pictures
- Assist with organizing, planning, and chaperoning events for program participants
- Assist with administrative, communication or outreach tasks as needed
- Support Riley's Way programs, staff, and other organizational projects as needed

Qualifications

- Commitment to the mission and vision of Riley's Way Foundation
- Excellent interpersonal skills
- Advanced experience in all platforms, such as Google Docs, Google Sheets, Zoom, and Canva; multimedia, graphic design, and video editing skills a plus
- Excellent written and verbal communication skills
- Creative and forward-thinking
- Strong organizational skills with exceptional attention to detail

- Ability to work both independently and as part of a team in a fast-paced environment

About Riley's Way Foundation

Riley's Way invests in and supports the next generation of kind leaders. We provide young people with the programs, support and inclusive community they need to thrive as changemakers. Riley's Way is committed to supporting these young leaders to build a better world that values kindness, empathy, connection and the voices of all youth.

Location: This position will be hybrid. However, fully remote candidates will be considered.

Salary/Benefits: The position is 5 to 10 hrs/week; salary is \$17-20/hr, based on experience. Ideally this is a hybrid position, with the intern spending at least a few hours in person at the office or events each week. However, fully remote candidates will be considered.

How to Apply: For immediate consideration, please send your resume and cover letter to tsalas@rileysandler.org and indicate "Intern" in the subject line.

Riley's Way is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and political affiliation.