

## **Riley's Way Foundation | Alumni and Community Intern**

### **Position Description**

Riley's Way Foundation is seeking a dedicated and detail-oriented intern to support our **Alumni and Community** programming. This intern will work closely with the Community & Events Program Coordinator to assist with the planning, outreach, and execution of Alumni engagement and major events. Additional responsibilities include coordinating community engagement initiatives, supporting alumni programming, and assisting with administrative tasks. This position is ideal for someone passionate about youth leadership, event planning, and community building.

**Schedule:** Flexible. Some evenings/nights will be required.

### **Community and Alumni Engagement**

- Support the development of community-building initiatives that keep Riley's Way Alumni and youth leaders engaged.
- Assist with tracking alumni engagement, maintaining updated records on involvement and participation.
- Help coordinate regional meet-ups and virtual engagement opportunities for alumni.
- Research and share resources, opportunities, and leadership development materials with alumni and community members.
- Assist in writing recap blogs or reports to capture key takeaways and highlights from events.
- Support the creation of an engaging and dynamic quarterly alumni newsletter curated for the community members that shares resources, stories and highlights, and opportunities to get more involved.
- Manage posting in LinkedIn community with opportunities and resources.
- Coordinate 1:1 project support meetings.
- Attend and support execution of in-person retreats, assisting with on-site logistics, event flow, and participant engagement.
  - Youth Leadership Retreat (September 19-21)

**Other**

- Work with the Communications Team to create and manage organizational materials (e.g., event schedules, info sheets, newsletters) using Canva, Google Docs, and other tools.
- Support the Expert Kind Leader Initiative by assisting with mentor outreach and coordination.
- Provide general administrative support to the Alumni and Community team as needed.
- Attend weekly staff meetings as needed to stay updated on program activities and contribute to discussions.
- Participate in weekly supervision sessions with the Program Coordinator to receive guidance and support.

**Location:** This position will be remote.

**Salary/Benefits:** Position is part-time (5 to 7 hrs/week); \$17-\$20 per hour based on experience.

**How to Apply:** For immediate consideration, please send your resume and cover letter to [dstory@rileysandler.org](mailto:dstory@rileysandler.org) and indicate "Alumni and Community Intern" in the subject line. Preference will be given to Riley's Way Alumni. Applications accepted until the position is filled.

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.