

Position Description

[Riley's Way Foundation](#) is looking to hire a program intern to help support the administration and growth of our [Chapter](#) programs. The Riley's Way 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 Senior Program Coordinator and be hired for three months in the summer.

The intern will assist with various administrative and support tasks, such as conducting research to assist with Chapter expansion, specifically making our Chapter model well-suited for college campuses. This includes identifying where our alumni are currently attending college and updating Chapter materials or creating new ones. The intern will also maintain existing and create new operational systems for program administration. It is a plus if you have experience with conducting outreach, administration, and designing programmatic materials. This is a remote internship with the opportunity to meet in person if based in NYC.

Major Responsibilities

- Conduct research and build out a landscape analysis for Chapter expansion
- Help create and execute a Chapter outreach plan for colleges Work with the Communications team to ensure that resource kit and other marketing materials align with our brand; update and expand upon existing materials
- Create a map that highlights where alumni are attending college and create an outreach plan for Chapter expansion
- Conduct administrative and organizational tasks for both the Council and Chapter programs.

Qualifications

- Must be an undergraduate student in college
- 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.