

**Education and Corporate Engagement Intern
Summer Internship in Menlo Park
LifeMoves**

Position Title: Education and Corporate Engagement Intern

Main Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment: 10 weeks, Full Time (40 hours/wk): June 10th – August 16th

Position Details:

The Education and Corporate Engagement Intern will be part of the LifeMoves Education Department Corporate Partnership teams and will be responsible for assisting the teams in preparing, coordinating, and executing summer camp and volunteer events. The Education and Corporate Engagement Intern will also be responsible for tracking the success of ACES and Summer Adventure Camp group activities and problem solving process roadblocks on a daily basis

Educational & Corporate Engagement Responsibilities:

- Help Corporate Partnership Program to provide compelling Volunteer and Team Building engagements (both on and offsite)
- Help with program development and implementation
- Work with LifeMoves Marketing team to capture context and impact of Corporate Volunteer Programming on social media using photographic and video tools
- Collect qualitative and quantitative data for measuring ACES Program success
- Provide operational support to Children's Services Coordinators and other shelter staff
- Support development and implementation of new ACES initiatives (Teen Summer Program, Teen Internship Program, agency-wide contests, reading program, etc.)
- Plan and organize field trips for grades K-8 and/or 9-12
- Organize College/Career Corners
- Identify opportunities for programmatic improvement and expansion
- Complete special projects and provide organizational support as assigned

Position Requirements/Preferred Skills:

- HS Degree and some college
- Comfort working independently and taking ownership over a project
- Ability to work with many people and teams across the agency
- Interest in community relationship building
- Strong written and communication skills
- A team player attitude
- Highly organized
- Proficient in Microsoft Office, specifically, Excel, Word, and Outlook Calendaring
- Analytical and tech savvy
- Desire to learn, and make a difference for children and parents in LifeMoves' programs
- Spanish-speaking skills are a plus, but not required
- Tour guiding or customer service experience preferred
- Access to a car strongly preferred

Learning Outcomes:

- Gain an excellent overview of community relationship building
- Develop a deep understanding of a non-profit through first-hand interactions and collaboration with members of various departments
- Grow strong cross departmental communication skills
- Build your understanding of the issue of homelessness and the need for community engagement
-

- Hands-on engagement in donor relationship management for one of the largest and most effective non-profit agencies serving homeless populations in the SF Bay Area
- Networking opportunities for career development with LifeMoves staff, donors, volunteers, board members, and partner agencies

Compensation: Unpaid

Supervisors: Donna Hope, Manager, Corporate Volunteer Program
and Lisa Brasile, Director of Education