

Position Title: Recruitment Intern

Organization Overview: Voices for CASA Children is a 501(c)(3) nonprofit organization that works to support the nearly 13,000 abused and neglected children in the Maricopa foster care system through the Court Appointed Special Advocates (CASA) Program. Our mission is to give every lost and voiceless child a brighter future.

Position Summary: The Recruitment Intern will work directly with the Program Staff towards reaching the goal of recruiting 500 new CASA to take a case in 2017.

Essential Duties:

Strategic Planning

- Conduct thorough research of recruitment strategies
- Work with Program Staff to develop a strategic recruitment plan to meet established goals

Events

- Identify and staff tabling opportunities
- Work with Program and Events Staff to successfully execute quarterly recruitment events

Collaboration

- Work with Marketing Staff to plan marketing campaigns related to recruitment and community awareness
- Work with Program Staff to manage volunteer Recruitment Team members
- Participate in Recruitment Team meetings

Other Responsibilities as Assigned

Required Skills & Characteristics

- Strong written and verbal communication skills
- Friendly and professional demeanor
- Ability to work with diverse populations
- Mission and purpose driven

Skills Gained

- Strategic Planning
- Recruitment Strategies
- Volunteer Management
- Event Planning

Time Commitment: 10 Hours per week for 10 weeks

Compensation: Individuals who complete this internship will be eligible to receive a \$500 stipend for their service, gain exposure to working in the non-profit field, and have a positive impact on their community.

Additional Information: This internship is intended to be a learning experience for the student and the intern is not guaranteed a paid position at the conclusion of their service. Interns work under the close supervision of staff and the program is designed to be for the benefit of the student.

If a student wishes to receive academic credit for this internship, the burden is on the student to determine whether this internship meets the appropriate guidelines for their program.