

Title: Council Intern
Reports To: Communications Manager
Classification: Intern



At Girls on the Run of Northern Virginia, our mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Girls on the Run of Northern Virginia advocates and delivers physical activity-based, positive youth development programs (PA-PYD) for pre-adolescent and adolescent girls in Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the Cities of Alexandria, Falls Church, Manassas, and Manassas Park.

Purpose of Position:

As a Council Intern (CI) on the Program Team for Girls on the Run of Northern Virginia, you will be required to fill many roles. The purpose of this position is to assist in implementing all aspects of program delivery, such as site and volunteer coach recruitment and training, program and volunteer registration, delivery of GOTR NOVA's curriculum, ongoing site monitoring, and pre- and post-program surveys to measure program effectiveness and impact.

The CI works closely with sites and on-site personnel to deliver administrative, marketing, and other site support according to the GOTR program model. This position will work closely with sites and program staff to ensure that program quality and participant outcomes meet expectations. The responsibilities of the CI require a high degree of organizational capacity and flexibility. This is an unpaid internship, but interns will receive a small stipend for their participation.

Areas of Responsibility:

Organization

- Assist with data entry and management for site and volunteer information, recruitment and retention data tracking systems
- Support Program staff with volunteer training set up and logistics.
- Track and log participant documentation and metrics
- Support program evaluation initiatives

Communication

- Support community engagement and external communication for program team
- Design and update recruitment and program promotion materials
- Track site visit evaluation form reports to support program quality

- assurance procedures
- Assist with social media content creation

Event Planning

- Support staff with 5K planning and implementation
- Assist with outreach and community engagement events

Other

- Assist in additional program development, management, and planning tasks as needed

Qualifications:

Required

- Organized, with an ability to prioritize time-sensitive assignments
- Creative and flexible
- Strong communication skills

Desired

- Background in Communication, Education, Social Work, Nonprofit Management, or other related discipline
- Proficient in or a desire to learn Google Drive, Microsoft Office, and Mac products
- Spanish language proficiency a plus

Suggested Schedule:

Interns are suggested to work 12 to 20 hours per week in a hybrid environment, Mondays-Fridays (with some evening and weekend availability requested). Internship periods are seasonal, with the Spring internship running through mid-May and the Fall internship running through the end of November.

To Apply:

Please send a cover letter and resume to Jaimi Taylor at jtaylor@gotrnova.org.