

Title: Council Intern
Reports To: Program Director
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) for Girls on the Run of Northern Virginia, you will be asked to provide ad hoc support to all functional departments. The purpose of this position is to supplement the GOTR NOVA team of 7 individuals to ensure efficient operations while gaining experience in a variety of areas of nonprofit management. This position will work closely with council 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.

Areas of Responsibility:

Areas of responsibility may vary depending on the specific needs of the season, but will fall into one or more of the following primary functional areas.

Program Management

- 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
- Design and update recruitment and program promotion materials
- Track and log participant documentation
- Support program evaluation initiatives

Communication

- Assist with preparing event marketing and outreach materials
- Research social media trends and help plan and create content
- Research and connect with influencers on social media who share similar values to GOTR
- Research and brainstorm new means of increasing engagement among GOTR NOVA social media channels

Event Planning

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

Development

- Perform data management, including data entry and reporting, using GOTR NOVA's Customer Relationship Management system
- Assist with donor acknowledgements and other mailing campaigns
- Research and compile data about GOTR NOVA donors' giving history and other affiliations
- Assist with researching and identifying grant opportunities
- Prepare supplemental grant materials that elevate GOTR NOVA's case for funding
- Research and identify potential corporate sponsors and share findings to determine further engagement
- Monitor sponsorship entitlements to ensure accurate provision of benefits

Qualifications:

- Strong organizational skills, with an attention to detail and ability to prioritize time-sensitive assignments
- Comfortable working independently with a high level of professionalism
- Commitment to maintaining confidential nature of fundraising and donor information
- Strong communication skills
- Proficient in or a desire to learn Google Drive, Microsoft Office, and Mac products
- Spanish language proficiency a plus
- Commitment to empowering young women and a strong belief in the GOTR NOVA program