



Job Title: Community and Development Intern

Department: Workforce Development and Community Engagement

Supervisor: Workforce Development and Community Engagement Manager

Position Overview:

We are seeking an enthusiastic and organized Community and Development Intern to support our community engagement initiatives and grant writing efforts. This role offers a unique blend of hands-on event planning, community outreach, and professional development in nonprofit fundraising. The intern will play a key role in fostering community relationships, enhancing program visibility, and contributing to the sustainability of the organization's workforce development programs.

Essential Duties and Responsibilities

Community Engagement:

- Assist in planning and coordinating a large community event (100+ attendees), including logistics, vendor coordination, and on-site support.
- Plan and implement community workshops, including curriculum development, participant outreach, and event execution.
- Build relationships with community stakeholders and maintain a database of contacts.
- Develop promotional materials and strategies to enhance community participation.

Development Support:

- Research and identify potential grant opportunities for the Step Into STEM and internship programs.
- Assist in drafting grant proposals, including gathering data, writing narratives, and ensuring alignment with funder requirements.
- Support the preparation of grant reports and documentation as needed.
- Maintain a calendar of grant deadlines and deliverables.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Currently pursuing or recently completed a degree in Communications, Nonprofit Management, Public Relations, Education, Social Work, English, or a related field.
- Experience with event planning, community outreach, or project coordination preferred.
- Detail-oriented, proactive, and able to manage multiple tasks effectively.
- Self-starter who excels working independently.

Language Skills

Strong writing and communication skills, with an ability to tailor messages to diverse audiences.

Computer Skills

Proficiency in Microsoft Office Suite. Familiarity with graphic design tools (e.g., Canva) is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Company Culture

At VelocityTX, we foster an inclusive and supportive work environment, encouraging creativity and innovation. Interns will collaborate directly with experienced staff, attend team meetings, and participate in networking events, gaining valuable skills for their future careers.

Benefits

- Gain valuable experience in nonprofit development and community engagement.
- Develop skills in grant writing, event planning, and stakeholder management.
- Contribute to impactful programs that support STEM education, workforce development, and community development.
- Build a professional network and receive mentorship from experienced staff.

Application Process:

Please send your resume and a brief cover letter detailing your interest in the position to Micaela Reznicek, Workforce Development and Community Engagement Manager, micaela@velocitytx.org.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.