



Job Description

Volunteer Engagement Intern

Organization Summary

The Unusual Suspects Theatre Company's mission is to mentor, educate, and enrich underserved youth through the creation of collaborative original theatre. Our vision is a world where all youth are given the opportunities they need to succeed.

Job Summary

The Volunteer Engagement Intern will work closely with The Unusual Suspects' Programs Department to increase volunteer recruitment, training, and engagement in support of our expanded programs. The Intern will work to assess and improve upon our current volunteer-related systems, while collaborating on the creation of digital and physical marketing/outreach materials to engage thousands of supporters and potential volunteers at performances and events, and via e-blasts, emails, websites, and social media posts. Additionally, the Intern will assist in the planning and execution of special events designed to deeply engage past, present, and future volunteers.

The internship requires a creative thinker with strong communication and project management skills, the ability to facilitate meetings, and a passion for community empowerment and the arts. The Volunteer Engagement Intern position is a unique opportunity to understand how the roles of volunteers have been essential to the incredible growth of The Unusual Suspects over the past 26 years, and how volunteerism vitally impacts the future growth of our programs. The Intern will utilize content creation skills, as well as verbal and written communication skills, to successfully complete the 10-week project.

Qualifications

- **Must be currently enrolled in a community college or 4 year undergraduate program**
- Must reside or attend college in Los Angeles County
- Must have completed at least one semester of college by June 1, 2019 or will complete their undergraduate degree between May 1 – September 1, 2019
- Applicant cannot have previously participated in the Los Angeles County Arts Internship Program
- Must be able to legally work in the United States

Duties and Responsibilities:

- Meet with US staff to obtain an in-depth understanding of our programs and our volunteer needs/capacity.
- Work closely with the Programs Department to understand and assess US's current volunteer recruitment and retention strategies, reviewing our volunteer management manual and other written material pertaining to our volunteer training and outreach procedures.
- Distribute and collect survey feedback from recent volunteer mentors to assess current successes and challenges and inform new strategies.
- Collaborate with staff to create ideas for volunteer marketing content.
- Formalize and update the current US volunteer management manual.
- Assist with recruitment and onboarding of new volunteers.
- Help to plan and implement a Volunteer Mentor Orientation.
- Help plan, coordinate, and execute a Volunteer Appreciation Event (this event could coincide with a staff outing, the Mentor orientation, or another US event).
- Attend US workshops, culminating performances, and other identified program activities to better understand volunteer roles within programs.
- Attend and participate in Programs, Communications, and US staff meetings.
- Prepare a final presentation of project activities and accomplishments as the culmination of the 10-week internship.

Desirable Skills

- Detail-oriented, punctual, flexible and conscientious
- Exceptional communication and organizational skills
- Experience creating written and/or visual content for marketing purposes
- Experience in meeting facilitation and/or community relations
- Strong educational background or experience in marketing, communications, PR, and/or human services
- Must demonstrate writing, proofreading, planning, and time-management skills
- Must demonstrate basic computer skills and have experience Microsoft Office and Google Suite
- Creative thinker with ability to work independently to complete projects as well as in a team environment with minimal supervision
- Some knowledge of/interest in Theatre Arts, Arts Education, and Non-Profits
- Strong commitment to social change through community empowerment and the arts
- Cultural competency to work with individuals from diverse backgrounds
- Personal values align with the vision and values of the Unusual Suspects organization
- Bilingual English/Spanish is a plus
- Candidate MUST have a car and a valid driver's license

Physical Requirements & Work Environment:

Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. This position works primarily in the US administrative office in Glassell Park, but must be willing to use personal equipment such as cell phone if working remotely.

Salary & Schedule

- 10-week internship between June 2019 and August 2019
- Position is expected to work 400 total hours over a 12-week period (equivalent of 40 hours per week for 10 weeks).
- Candidate must be open to work a flexible schedule, including some evenings and weekends.
- Chosen candidate will be paid a total of \$5,700 (\$14.25/hour)

Apply Today!

Please e-mail your resume and a cover letter, describing your experience/qualifications, why you are interested in this internship and what you hope to take away from it, to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the LACAC, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.