



## **Job Description**

### **Volunteer Engagement Intern**

#### **Organization Summary**

The Unusual Suspects Theatre Company's (USTC) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative, original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, USTC has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County under-resourced youth. Our free, theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

The Unusual Suspects is committed to diversity, equity, and inclusion, and strongly encourages people of color, women, LGBTQ+ individuals, and all those with protected class backgrounds to apply. We value the individuals that we hire and look forward to sharing and creating a positive, diverse work environment for all identities. For more information visit: <https://theunusualsuspects.org/>

#### **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 expanding 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 supporters and potential volunteers at trainings, workshops, readings, performances, and events via e-blasts, emails, websites, and social media posts.

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 30 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 capstone project.

#### **Qualifications**

- **Must be currently enrolled in a community college or 4-year undergraduate program**
- Must reside in or attend college within Los Angeles County
- Students who are on track to complete their undergraduate degree, or transfer from a community college to a 4-year institution between May 1 – December 1, 2024, are also eligible
- 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 USTC staff to obtain an in-depth understanding of our programs and our volunteer needs and capacity.
- Attend weekly Programs meetings to go over current/upcoming programs and assess ongoing volunteer needs.
- Attend USTC program sites, workshops, culminating performances, and other program activities to better understand volunteer roles within programs.
- Participate in various workshop activities, including: helping set up during pre-workshop, co-leading warm-ups and exercises, and providing feedback during post-workshop meetings.
- Work closely with the Programs Department to understand and assess USTC's current volunteer recruitment and retention strategies, reviewing our volunteer management manual and other written material pertaining to our volunteer orientation, training, and outreach procedures.
- Distribute and collect survey feedback from recent volunteer to assess current successes and challenges and inform new strategies.
- Outreach to local universities, corporations, theatre companies, etc., to create a volunteer pipeline.
- Collaborate with staff to create ideas for volunteer marketing content.
- Formalize and update the current USTC volunteer management manual.
- Assist with the recruitment, onboarding, and management of new volunteers.
- Plan and organize volunteer engagement events, as necessary.
- Attend and participate in Programs and USTC staff meetings.

### **Desirable Skills & Personal Qualifications**

- Detail-oriented, punctual, flexible and conscientious
- Exceptional communication, organizational, planning, and time-management skills
- Creative thinker with ability to work independently to complete projects as well as in a team environment with minimal supervision
- Must demonstrate basic computer skills and have experience in Microsoft Office and Google Suite
- Experience in creating written and/or visual content for marketing purposes, along with experience and/or knowledge in marketing, communications, PR, and/or human services is a plus
- 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 ethics align with the vision and values of the Unusual Suspects organization
- English/Spanish bilingual proficiency preferred

### **Work Environment:**

Must be flexible working in a fast-paced, non-profit environment. USTC currently incorporates a hybrid work model of both on-site and remote work. The majority of the Intern's 400 hours on the project will be spent in USTC's administrative office in Pasadena and/or in the field at program sites throughout

Los Angeles County, with up to 100 hours spent working remotely from home. The Intern's required equipment and telecommunication support will be provided by USTC. Candidate must have reliable transportation to travel to the office and program sites.

### **Salary & Schedule**

- Nonexempt position must complete 400 total hours between June 1, 2024 and March 1, 2025.
- This position will work approximately 15-20 hours a week from June to December 2024.
- Candidate must be open to work a flexible schedule, including some evenings and, potentially, weekends to attend performance events.
- CalSavers program offered, but not required – California Roth IRA Program
- Accrued paid sick leave per California law
- Chosen candidate will be paid a total of \$6,912 (\$17.28 an hour or \$691.20 per 40 hours) for the 400-hour internship.

### **Apply Today!**

Send resume and cover letter to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Include in the subject line of your email the title of the position you are applying for. *No calls please.*

### **Additional Information**

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.