

## Community Engagement Intern Job Description

### Description

The Davis Phinney Foundation for Parkinson's is a dynamic, national nonprofit organization located in Colorado. Our mission is to help people with Parkinson's to live well today and we inform and inspire hundreds of thousands of people living with Parkinson's around the world each year through our programs.

**Location:** 357 S McCaslin Blvd., Suite 105, Louisville, CO 80027

**Hours of Work:** Flexible (minimum 10hrs/week - maximum 20hrs/week)

**Reports to:** Community Engagement Manager

### About the Position

The Community Engagement Intern supports all aspects of our community engagement, working closely with local partners and Foundation staff leading up to The Victory Summit® event. This position is ideal for anyone interested in learning more about non-profits and with a desire to engage with communities across the US and Canada. The Community Engagement Intern will gain experience with relationship management, community collaboration, event production, data management and more.

This position will be tailored based on experience, interest, goals of the internship and length of internship/hours per week invested.

#### Regular activities may include:

- Community Partnership Support
  - Participation in community and partner calls with Community Engagement Manager
  - Research into local resources to support the creation of community resource guides
  - Research into prospective communities to create community snapshots
  - Support in creating itineraries for staff visits to communities
  - Support in managing RSVP lists for partner calls and other gatherings
- Communications Support
  - Coordination and delivery of collateral to event partners to support the promotion of The Victory Summit event and other community activation
  - Collaboration with Marketing team to ensure event web page and other materials stay up to date and accurate
  - Pulling and cleaning lists for mailings
  - Support in drafting of communications to local exhibitors for the event
  - Support in creation and printing of some event materials include name badges
  - Support in creation of staff guide for event
- Data Management Support
  - Working in Raiser's Edge database to pull event attendee lists and update constituent records as needed
  - Organization of information collected from event speakers and exhibitors into internal tracking documents, program book, etc.
  - Support in keeping event archive up to date

### General Responsibilities

- Work as a member of Programs & Outreach team and work closely with the Community Engagement Manager and Educational Event Manager to complete assigned tasks in a timely and professional manner
- Embrace the Foundation's mission to help people with Parkinson's live well today
- Embody the Foundation's values to live well, inspire action and connect the community
- Support the Foundation's community engagement efforts to ensure a best in class experience for our local partners and a successful event

### Qualifications

We are looking for someone who is a team player, highly motivated, able to multi-task and is organized. Strong written communication skills are critical to this position. Creativity and willingness to innovate and collaborate are highlight valued. Strong computer skills are required. Interest in living well and learning the ins and outs of a non-profit organization are required. A positive energy, sense of humor, and desire to have fun each day a must!

### Physical Requirements

Our ideal candidate in this job must be able to:

- Remain in a stationary position for 50% of the time
- Occasionally move about inside the office to access file cabinets, office equipment, etc.
- Constantly operate a computer and other office machinery
- Occasionally raise objects (equipment and boxes) weighing up to 35 lbs. from a lower to higher position or horizontally (lifting)
- Occasionally use upper extremities to exert force in order to draw, haul or tug objects (pulling) in a sustained motion
- Occasionally needs to push against something with steady force in order to move something

Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities to this job at any time. The position description is subject to change at any time.

### Hourly Compensation

Interns are paid an hourly rate of \$12/hr and may receive additional funds through their college institution or other program. If college credit is desired, intern must manage all communications with college institution to ensure requirements are met.

**The Davis Phinney Foundation is an equal opportunity employer and seeks a diverse applicant pool.**

### To Apply

Please submit your resume and cover letter to [jobs@davisphinneyfoundation.org](mailto:jobs@davisphinneyfoundation.org) with your full name and "Community Engagement Intern" in the subject line. In your cover letter, please share why you are interested in this specific role at the Davis Phinney Foundation and what makes you the ideal candidate for the position.