

# Local Engagement Intern

**Reports to:** Vice President, Regional Operations – Gregg Fort

**Effective:** February to May 2026

**Hours:** Up to 20 hours per week

**Location:** Remote

---

## Position Summary

The Local Engagement Intern provides both general and project-specific support within their assigned geographic region. This position helps advance the Foundation's regional engagement strategy by supporting mission-driven programs, community outreach, and administrative coordination.

The ideal candidate is proactive, detail-oriented, and eager to gain hands-on experience in nonprofit operations and community engagement.

---

## Key Responsibilities

- Assist with planning, coordination, and execution of local events, programs, and outreach activities.
  - Support engagement and communication efforts with local partners, community members, and volunteers.
  - Maintain and update project work plans and databases to track deliverables and outcomes.
  - Assist with data entry, reporting, and administrative duties as needed.
  - Provide virtual support to regional team members and contribute to cross-functional projects.
  - Participate in weekly check-ins to review progress and receive feedback.
- 

## Qualifications

- Current student pursuing a degree in Public Health, Communications, Nonprofit Management, or a related field.
- Excellent written and verbal communication skills.
- Strong organizational skills with great attention to detail.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and willingness to learn new systems.
- Ability to work independently and collaboratively in a remote environment.

- Bilingual skills are a plus.
- 

## **Learning Objectives**

- Gain experience in nonprofit operations and regional engagement.
- Develop project management and communication skills.
- Strengthen understanding of community-based outreach and engagement strategies.
- Build experience collaborating with cross-functional teams in a virtual environment.