



Intern Job Description: Alumni Relations Intern/Volunteer

The Connecticut Boys and Girls State Foundation is a 501(c)3 non-profit organization that believes in inspiring young men and women to become active and engaged citizens in our democracy and upholding the pillars of the American Legion Family. In a political climate that is becoming more divisive than inclusive, the need for leadership among our youth has never been more critical. Through the American Legion Family's programs, the youth will learn how they can direct all aspects of local and state government, strengthen their leadership and presentation skills, and develop solutions to critical problems facing them today. As a result of their participation in the program and engagement in the alumni association, we empower graduates to become active citizens within their respective communities, inspire action and lead enduring change that will last a lifetime.

Position: Alumni Relations Intern/Volunteer

Description: The Connecticut Boys and Girls State Foundation seeks a dynamic, self-start to assist in alumni relations efforts. This internship/volunteer opportunity is an excellent way to experience various aspects of working for an all-volunteer non-profit organization.

Responsibilities:

- Create and cultivate an accurate Alumni Database with pertinent information.
- Engages alumni in the American Legion Family's Youth Leadership Development Programs through consistent and positive communication using electronic, print, and social media and meaningful opportunities for volunteerism, service, and events and programs.
- Develops and manages an effective volunteer management system that supports the objective of engaging alumni in meaningful volunteer opportunities and serving as a source for alumni talent.
- Develops and executes plans and activities for alumni affinity groups (academic, special interest, professional affiliations, etc.), identifies and cultivates volunteer leadership, develops strategies for the success of each group, and supports their events and activities.
- Assist in maintaining and researching revenue generating programs.
- Identify and assist in launching alumni loyalty programs providing a benefit or service to alumni to cultivate volunteers and donors and generate income for the American Legion Family's Youth Leadership Programs.
- Provides leads for alumni to contribute to the regularly published newsletter and serves as a writer for Alumni Spotlights.
- Assist with updating the Foundation's website as needed in regard to Alumni Relations.
- Assist with organizing and attend monthly Development and Marketing & Communications Meetings.
- Complete duties assigned by the Board of Directors.

Qualifications:

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Completed or working toward a college degree, preferably in a related field.
- Previous internship or related experience in is a plus.
- Effective communicator with the ability to do so in a professional manner with alumni contacts.

Start Date: Position open until filled, requires 3 – 6-month commitment

Hours: 12 hours/week with work completed remotely or in conjunction with Board and committee meetings

Pay: This is an unpaid/Volunteer internship. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To Apply: Please send a cover letter and resume to James Hefner, CEO at JHefner@ctbgsfoundation.org.