



# **DORCAS INTERNATIONAL**

## **INSTITUTE OF RHODE ISLAND**

### **Community Relations Assistant Internship Description**

#### **POSITION: Community Relations Assistant**

#### **SUMMARY:**

The Community Relations Intern works with the Community Relations Manager to strengthen and deepen the organization's presence within the community, and to increase awareness and interest in immigration and refugee related issues. The intern will aid the staff in producing brochures, pamphlets, posters, and other forms of promotional and informational materials relating to outreach efforts. Intern will assist staff in planning, funding, and executing special events as well as maintaining social media networking programs, such as Facebook, Twitter and Tumblr blog accounts.

#### **DUTIES AND RESPONSIBILITIES:**

- Assisting in reaching out to ethnic groups and associations, social service agencies, etc. to educate community about the organization's services.
- Planning, organizing, and attending community outreach events, meetings and presentations
- Staying updated on immigration related current events, issues, and policies as to be able to better inform the public
- Publicizing outreach events, fundraisers, and information sessions
- Encouraging an attitude of understanding and welcoming within the community
- General administrative support
- Providing creative feedback and assistance in designing visual tools for either informational or promotional purposes
- Updating and editing newsletters, brochures, flyers, and presentations
- Assisting in planning and executing special events including securing venues, food, and entertainment.
- Provide support at event including set up and clean up.
- Communicating with event partners and sponsors
- Contacting partners, businesses, and members of the community in order to establish a wide-ranging network of contacts.
- Actively updating social media accounts with news, updates, pictures, and other types of media in order to ensure that the organization maintains a dynamic and lively persona

#### **QUALIFICATIONS:**

- Interest in immigration, citizenship, education, employment, and refugee resettlement in a non-profit setting.
- Fluent in spoken and written English.
- Multicultural sensitivity and previous experience with individuals from diverse backgrounds preferred.
- Able to dedicate minimum of 12 hours per week to internship.
- Proficient in Microsoft Office Suite and comfortable with social media.
- Proficiency in a predominant foreign language of DIIRI clientele – Spanish, Portuguese and Khmer preferred.



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**REPORTS TO:**

Community Relations Manager

**SCHEDULE:**

Offices open Monday-Friday 9-5pm, some weekend and evenings.

**TO APPLY:**

Please contact Brandon Lozeau, Community Relations Manager, at [brandonlozeau@diiri.org](mailto:brandonlozeau@diiri.org).