

Grow2B

INTERNSHIP PROGRAM LEAD



JOB TITLE:	Internship Program Lead	JOB CATEGORY:	Education
Department/Group:	Education	Job code/Req#:	ED-0001
Location:	Buford	Travel required:	Occasional
Level/Salary range:	N/A	Position type:	Volunteer
Contact:	socialimpact@smmbuford.org	Date posted:	09/01/2023
		Posting expires:	09/30/2023
External posting URL:	https://grow2bwithu.weebly.com/	Internal posting URL:	http://www.smmbuford.org/

APPLICATIONS ACCEPTED BY:

Email:	socialimpact@smmbuford.org	Subject line:	G2B Volunteer Position
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JOB DESCRIPTION

Role and Responsibilities

- In partnership with the G2B team, plan and fulfill internship program objectives, including sourcing interns, establishing, and maintaining university/high school relationships, as well as any other organization/person needing to complete mandatory community service hours
- Onboarding and off-boarding interns
- Create, deliver, or evolve program objectives, cycles, processes to fulfill G2Bs needs for volunteers
- Connect intern onboarding to G2B new volunteer orientation program and customize onboarding for the interns
- Serves as a liaison for Grow2B interns

Qualifications and Education Requirements

- Strong time management and project management skills
- Strong attention to detail and ability to meet deadlines

Preferred Skills

- Establish relationships with universities/high schools as well as any other organization/person needing to complete mandatory community service hours and create pathways for students and educators to connect with G2B

Additional Notes

This Volunteer position with G2B requires a 12-month commitment with the ability to perform approx. 4-6 hours a week of associated work. When there are fundraising events or other ad hoc activities, expect additional hours to assist in the execution of said event/activity.
