



RECRUITING COMMUNITY OUTREACH INTERNS for the 2017-18 Academic Year!

BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 1.8 million New York City children from low-income communities. Each year, thousands of children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational programs.

The Fresh Air Fund is seeking talented and passionate Community Outreach Interns to work with our Community Outreach Team during the 2017-2018 Academic Year.

Community Outreach Interns work directly with our Community Outreach Managers and support all recruitment efforts. They promote our summer sleep-away programs, conduct outreach in NYC communities, and help to strengthen our relationships with various community partners. They recruit families to apply to our programs for their children.

RESPONSIBILITIES

- Canvas and distribute FAF promotional materials in diverse communities
- Make presentations to parents/guardians at schools and community events
- Communicate with parents/guardians and assist with application completion
- Manage a high volume of phone calls
- Implement department recruitment strategies
- Other duties as assigned

REQUIREMENTS

- Must be currently enrolled and taking classes at an accredited program or institution and have completed at least one semester OR have graduated within the past six months
- Strong organizational skills and detail oriented
- Outstanding interpersonal and communication skills
- Comfort with speaking and meeting with families and professionals alike
- Patient and friendly, with a high degree of professionalism
- Must be detail oriented and possess strong computer skills
- Bilingual and fluency in languages other than English (such as Spanish, Chinese, Korean)

This internship can be taken for school credit. To apply, please email a cover letter and your resume to apply@freshair.org with "Community Outreach Internship" in subject line. No phone calls please.

The Fresh Air Fund is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.