



Kids Give Back Program Intern

November 5, 2024

POSITION OVERVIEW

[Kids Give Back](#) is seeking a Program Intern to assist us with data entry, grant research, events planning, fundraising, social media, and program development.

ABOUT KIDS GIVE BACK

Kids Give Back is a nonprofit organization in Northern Virginia that provides elementary school children with volunteer service opportunities. Every volunteer project meets specific aspects of our community, such as food insecurity, needs of hospitalized children, support for animal shelters, and more. Empowering youth through innovative programs, Kids Give Back fosters a lifetime of engagement, leadership, and volunteerism.

Since its founding in 2019, Kids Give Back has:

- Hosted or participated in 45 volunteer service events, including Summer Volunteer Camp, Winter Volunteer Camp, Kids Volunteer Days, Family Volunteer Days and Virtual Volunteer events.
- Engaged 1,500 participants as young as six-years-old in preparing donations for 70 nonprofit organizations such as FACETS, Second Story, Committee for Helping Others, and NVFS.
- Prepared and delivered 10,000 in-kind donations such as meals, snack packs, art supply kits, camp supply kits, baby baskets and more for low-income families and individuals.
- Invested more than \$40,000 in our community through in-kind donations.
- Engaged youth, teens, and adults in 3,000 volunteer hours.

In addition, we were named Outstanding Community Organization, 2022, as part of Governor Youngkin's Volunteerism and Community Service Awards.

POSITION OVERVIEW

We are seeking a passionate and motivated intern to join our team. The intern will have the opportunity to contribute to key projects, support ongoing campaigns, and gain valuable insight into the workings of a small nonprofit organization. Interns will be involved in a variety of tasks based on their skills and interests.

INTERN RESPONSIBILITIES

- Data entry: Create a database of nonprofit contacts and projects using Network for Good (training is available); assist with survey results.
- Research: Identify grant opportunities in Youth Development and the Top Philanthropic organizations in the Washington, DC area; evaluate partnership opportunities in regional schools and organizations.
- Plan and assist with fundraising events, including an adult social in March and a potential Spring Volunteer Festival; co-staff a Kids Volunteer Day and individual volunteer service events.
- Social media outreach: Assist with content development.
- Collaborate with team members on various projects and contribute fresh ideas.
- Participate in weekly meetings and provide feedback on initiatives and strategies.

This position reports to the Kids Give Back executive director and program coordinator.

TERMS OF EMPLOYMENT



- This is primarily a virtual position, with periodic in-person meetings and special events.
- Internship requires 20 hours per week.
- This is an unpaid internship.

REQUIREMENTS

- Applicants should have an interest in or experience working with young children.
- Strong passion for social impact and community service.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented with strong organizational skills.
- Familiarity with social media platforms and basic design tools (preferred but not required).
- College degree or equivalent preferred.
- Experience with Microsoft Office 365, Google Docs, and Zoom.
- Experience with WordPress and Canva a bonus.

A background check will be required.

APPLYING

If you are interested in applying for this position, please send a resume outlining your experience, educational background, why you are interested in the position, and references to:

Denise Gavilan
Executive Director
denise@kidsgiveback.org
703-447-9370