

Internship Description: Girls on the Run - Southeastern Suburban PA

Position Title: Intern

Organization: Girls on the Run Southeastern Suburban PA

Location: Hybrid/Remote - Chester, Montgomery, Delaware, or Philadelphia area, Pennsylvania

Duration: Fall/Winter 2024, Spring 2025, or Summer 2025

About Girls on the Run Southeastern Suburban PA: Girls on the Run is a nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Through dynamic discussions, activities, and running games, Girls on the Run helps girls in 3rd through 8th grades develop essential skills to navigate their world with confidence and resilience.

POSITION PROFILE: Girls on the Run Southeastern Suburban PA is seeking enthusiastic and motivated interns to join our team. This internship offers an excellent opportunity to gain hands-on experience in nonprofit management, community outreach, event planning, and youth programming. Interns will work closely with our dedicated staff to support program delivery, volunteer coordination, and outreach efforts. The internship can be customized to your experience, ability, and class schedule.

OPPORTUNITIES:

Programming Intern

Reports to Programming Department

- Assist with planning and coordinating program sessions and events
- Support recruitment and coordination of volunteers and coaches
- Help maintain communication with program participants, families, and volunteer
- Contribute to outreach efforts through social media, newsletters, and community partnerships and events
- Assist with administrative tasks and database management
- Attend and participate in team meetings and training sessions
- Assist and attend in National Coaches Training
- Assist in planning and executing end of season 5K

Development Intern

Reports to Development Department

- Identify and research potential grants, individual, corporate, and foundation donors
- Assist in planning and executing fundraising campaigns and events
- Help organize and coordinate donor events, such as large events, luncheons, or community engagement events

- Prepare thank-you notes and other communications to acknowledge donations and support
- Support social media campaigns and outreach efforts to raise awareness and funds
- Create or update brochures, newsletters, and other marketing materials to attract donors

Outreach Intern

Reports to Executive Director

- Support the planning and execution of outreach initiatives and events, including logistics and coordination
- Prepare materials and resources for GOTR programs and events.
- Recruit and manage volunteers for outreach events and program support
- Assist in training and providing support to volunteers involved in outreach activities
- Conduct research to identify new opportunities for partnerships and outreach.
- Prepare reports on outreach activities and outcomes to share with the team.
- Identify and reach out to potential community partners, schools, and organizations to establish or strengthen relationships.
- Assist in organizing and attending community events, fairs, and meetings to promote GOTR programs.

QUALIFICATIONS:

- Ability to work a minimum 8 hours a week
- Current undergraduate or graduate student studying exercise science, public health, child/family development, education, sociology, psychology, social work, marketing, communications, nonprofit management, or other related field
- Proficiency in G-Suite Microsoft Office Suite (Word, Excel, PowerPoint, Canva)
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- Ability to work effectively both independently and as part of a team
- Experience with social media platforms (Facebook, Instagram, LinkedIn) preferred
- Ability to attend occasional evening and/or weekend events

BENEFITS:

- Stipend
- Gain practical experience in nonprofit management and youth development
- Develop skills in event planning, volunteer management, and community outreach
- Network with professionals in the nonprofit and education sectors
- Opportunity to make a meaningful impact on the lives of girls in the community
- Flexible scheduling and remote work options available

How to Apply: Applications will be reviewed on a rolling basis. Must have a valid Child Abuse History Certification (CY113), and PA Criminal Background Check.

For more information about Girls on the Run Southeastern Suburban PA, contact Evaleen DeMarco, Executive Director, at evaleen.demarco@girlsontherun.org or visit www.gotrpa.org. Join us in inspiring the next generation of strong, confident girls!

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.