



Let's Grow Kids Supporter Engagement Intern

About Let's Grow Kids

Let's Grow Kids is a nonprofit organization whose mission is to ensure affordable access to high-quality child care for all Vermont families by 2025.

To accomplish this goal, Lets Grow Kids (LGK) combines child care quality improvement and capacity building with public awareness of, and political will-building for, affordable access to high-quality child care. We nurture partnerships and support community-informed collaborations. We believe philanthropy can catalyze a movement and leverage public investment to address this large-scale social challenge, and we have effectively employed these strategies at the local level community-by-community to achieve statewide results. Our vision is that Vermont is the best place to be a child, to raise a family, to make a living and to build community, because Vermont invests in its kids.

Our culture is guided by these core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement, and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment to ensure we're in the best position to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to achieving our goals.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission, and values.

Our Commitment to Anti-Racism

We commit our organization, our movement, and ourselves to being anti-racist in all aspects of our work, to use our platform to raise Black voices, and to create an equitable early care and education system that advances racial justice for the next generation of Vermonters. We commit to listen actively, to learn openly, and to examine and question our privilege and tolerance of systemic racism, in order to disrupt structures of oppression.

Role of the Supporter Engagement Intern

LGK believes that internships provide a valuable mix of learning experiences and professional development for the intern and a new perspective and an opportunity for growth for the organization. For this position, we seek an individual with an interest in community organizing, outreach, and data management.

The Supporter Engagement Intern will report to the Regional Field Manager and Volunteer Organizer and will work closely with the Field and Development teams.

The Supporter Engagement Intern will collaborate with colleagues from both teams and across the organization to achieve the professional and learning objectives developed with the team's lead.

Responsibilities

The position responsibilities include:

- Support phone and text bank activities
- Assist with planning and scheduling of community outreach activities
- Collaborate with the field team to schedule and prepare virtual outreach events
- Collaborate with the development team to prepare fundraising campaigns
- Data entry, quality control, and cleaning of database records
- Additional duties, as assigned

Qualifications

- Experience in and desire to gain skills in community organizing, outreach, and data management
- Must live in Vermont (this position is remote now, but will include in-person meetings when it's safe to do so)
- Demonstrated ability to complete work and stay organized under pressure
- Working knowledge of basic computer skills and willingness to learn new programs
- Reliable internet access
- Comfortable conducting outreach from a mobile device for both phone and SMS/texting communication
- Some familiarity with Zoom/online meeting platforms
- Excellent verbal and written communication skills

This position is from September 2020 through May 2021. The work schedule is flexible; some evening and weekend work will be required. All work will be conducted remotely until in-person work is possible. Some in-state travel may be required (when it is deemed safe to do so). The Supporter Engagement Intern is expected to attend weekly field team and supervisor meetings (2 hours during the work week, between the hours of 9 AM and 4:30 PM). This position is for qualified individuals who are able to work within the United States.

Compensation

The Supporter Engagement intern will be paid \$15 per hour. The expected time commitment is 5–10 hours per week September 2020 through May 2021. Technology resources may be provided for the duration of the internship if needed. For current students, course credit may be arranged if available through your school.

To Apply

Please send résumé and cover letter, including your interest and/or commitment to LGK's mission and the core values that guide our work, to Helen (helen@letsgrowkids.org) or Let's Grow Kids, 19 Marble Ave, Suite 4, Burlington, VT 05401. **The deadline to apply is September 18, 2020.** The expected start date is September 28, 2020.

Let's Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and require by state and federal laws.