



## Neighbors Of Belknap Lookout

### Community Engagement & Events Internship Description

**POSITION TITLE:** Community Engagement & Events Intern

**ORGANIZATION:** Neighbors of Belknap Lookout (NOBL)

**LOCATION:** Grand Rapids, MI

**DURATION:** 6 months (March - August, 2024)

**SCHEDULE:** Part-time, flexible. Approximately 5-10 hours per week.

**COMPENSATION:** College Credit. Monthly stipend of \$250.

#### **ABOUT THE ORGANIZATION:**

Neighbors of Belknap Lookout (NOBL) is a non-profit, community-building neighborhood association located on the NE side of Grand Rapids. NOBL's mission is to empower residents of the Belknap neighborhood to identify their interests, support their well-being, and facilitate community health and prosperity. Since its incorporation in 1980, NOBL has actively collaborated with neighbors to develop programs and activities that address community concerns, including public safety, neighborhood beautification, and an improved quality of life.

#### **INTERNSHIP OVERVIEW:**

NOBL is seeking an enthusiastic Community Engagement & Events Intern to join our team for a 6-month internship from March to August 2024. This internship offers a flexible schedule of approximately 5-10 hours per week and provides valuable opportunities for hands-on experience serving a diverse neighborhood through community engagement, event planning, and communications.

#### **QUALIFICATIONS:**

- Current enrollment in a college or university program is preferred.
- Strong communication and interpersonal skills.
- Proficiency in Canva, Facebook, and Mailchimp (or ability to learn)
- Ability to work both independently and collaboratively.
- Passion for building and serving the community.

## **INTERNSHIP DUTIES:**

### **1. Event Planning and Coordination:**

- Assist in planning, organizing, and marketing of some of NOBL's community events including the Neighborhood Cleanup Day (May 4), Yard Sale Day (June 1) and Tour de Food Trucks (June 27, July 25, August 22).
- Facilitate community engagement activities during events.

### **2. Neighborhood Engagement & Outreach:**

- Work with staff and our Neighborhood Engagement Committee to develop and implement a community outreach plan to connect with diverse residents and local businesses.
- Develop and implement surveys or other tools to gather community input.
- Assist in evaluating and analyzing the success and impact of community engagement efforts.
- Prepare a report documenting key outcomes, lessons learned, and recommendations for future initiatives.

### **3. Communications:**

- Develop visually appealing materials for social media and printed flyers.
- Contribute to the creation of monthly newsletters updating residents on NOBL's activities and upcoming events.
- Create engaging content for NOBL's social media platforms to promote community events, initiatives, and relevant news.
- Go door-to-door to inform residents about upcoming events.

## **HOW TO APPLY:**

Submit a resume and cover letter to Kristina Colby, Executive Director, at [Kristina@BelknapLookout.org](mailto:Kristina@BelknapLookout.org). Applications will be accepted until February 11. Interviews will be scheduled the week of February 19.

*NOBL is an equal opportunity employer. [Read our DEI statement](#). We encourage candidates from diverse backgrounds to apply.*

**APPLICATION CLOSING DATE:** 11:59pm, February 11, 2024