

Internship Opportunity: Outreach Coordinator at Denton Community Youth Choirs

Position: Administrative Assistant (Unpaid Internship)

Location: Virtual, based in Denton, TX

Organization: Denton Community Youth Choirs (DCYC)

Duration: September 2024 - June 2025

Supervisor: Dillon Downey, Administrative Director

About Us:

Denton Community Youth Choirs is a nonprofit organization dedicated to building a meaningful and musical community. The mission of the Denton Community Youth Choirs is to empower children's artistic growth through community-based musical experiences.

Position Overview:

We are seeking a passionate and creative Outreach Coordinator Intern to join our team. This unpaid internship offers an excellent opportunity for individuals looking to gain hands-on experience in nonprofit outreach and marketing. The Administrative Assistant Intern will play a crucial role in supporting our accessible programming through recruiting young musicians, promoting our performances, and building relationships with local teachers, businesses, and organizations.

Key Responsibilities:

- Develop and implement effective recruiting strategies to attract new members to DCYC.
- Advertise and promote DCYC performances and events through various channels, including, but not limited to social media, community boards, and local media.
- Create visually appealing and informative flyers and promotional materials for events and recruitment.
- Establish and maintain communication with local teachers, businesses, and community organizations to build partnerships and increase visibility.
- Provide general support to the Administrative Director in outreach-related tasks.
- Participate in regular meetings to discuss updates and events.
- Communicate in a way that represents the organization according to our mission and values and maintaining confidentiality.

Qualifications:

- We want someone who is eager to learn and contribute to the mission of our organization.
- Strong communication and interpersonal skills with an ability to handle multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Creativity in designing promotional materials and campaigns.
- Proficiency in graphic design tools (e.g. Canva) and social media platforms.
- Ability to work independently and as part of a team.

- Basic understanding of marketing and outreach principles.
- Previous experience in outreach roles or nonprofit work is a plus but not required.

Benefits:

- Gain valuable experience in nonprofit outreach and marketing work.
- Work closely with experienced professionals in the field.
- Build your resume and expand your professional network.
- Contribute to a meaningful cause and make a difference in the community.

How to Apply:

Interested candidates should submit the following materials:

1. A cover letter explaining your interest in the internship and any relevant experience.
2. A current resume.
3. Samples of your graphic design work (if available).

Please send your application materials to Dillon Downey, Administrative Director, at ddowney@dentoncommunityyouthchoirs.org with the subject line "Outreach Coordinator Internship Application."

Application Deadline: August 10, 2024

Denton Community Youth Choirs is committed to fostering a diverse and inclusive environment. We welcome applications from all individuals, regardless of background or experience.

Join us in our mission to inspire and nurture the next generation of young musicians. We look forward to hearing from you!