

Volunteers and Special Projects Coordinator



Organization

GenerationNation partners with schools, youth organizations, governments, businesses, media and others to educate and engage K-12 students to lead. Smart, fun, innovative programs connect K-12 education with hands-on experiences to build civic literacy and leadership from an early age. Programs include K-12 civic education, Kids Voting, Charlotte-Mecklenburg Youth Council, Youth Leadership Charlotte-Mecklenburg, Student Voice, and CLT-Meck 101.

Major projects may include

- Coordinate volunteers and speakers bureau
- Plan and implement special events and projects
- Create/edit fundraising materials and proposals (web/digital, print, etc.)
- Research and maintain database of funding sources
- Brainstorming, strategy, and idea planning
- Additional opportunities in related projects

Note: projects will be assigned based on intern interest, experience, and area of study

Intern will learn a variety of things, including

- Real-world knowledge of project management, non-profits, and public affairs
- Hands-on professional skills including strategy, planning, and project execution
- Networking with professionals in the field

Requirements

- Creative and flexible
- Experienced and comfortable with technology
- Accountable and self-directed
- Motivated, organized and possess strong communication skills

Schedule and compensation

- 5-10 hours per week, with some flexibility
- Some assignments can be performed virtually
- Interns will earn academic credit or service hours
- Additional compensation may be offered based on skill level and completion of successful internship

Contact

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