



## BYE INSTITUTE

### JOB DESCRIPTION

#### INTERN

**Position Type: Contractor**  
**Contract Length: 12 Months**

#### **POSITION SUMMARY:**

BYE Institute employs up to five interns to learn from, assist, and work alongside the CEO, Health and Wellness Director, Office Administrator, and Community Engagement Specialist. Interns may be contracted to serve the following roles: Marketing & Communications Intern, Development Intern, Community Engagement Intern, Operations Intern, Wellness Intern.

#### **ESSENTIAL RESPONSIBILITIES & PRINCIPLE ACTIVITIES:**

Working alongside the institute's full-time staff, interns will help create, develop, and implement innovative strategies to further the mission and vision of the organization. Interns should have a passion for BYE Institute's mission, understand the importance and impact of Black youth Empowerment, and have lived experiences similar to the youth we serve.

Interns will develop and enhance their skills in the areas of marketing and communications, development, operations, health and wellness, and community engagement when they work alongside staff to:

- Attract applicants to BYE programs and fellowships.
- Market events and opportunities to the community.
- Coordinate and oversee events.
- Increase publicity for the organization and its initiatives.
- Create and distribute newsletters.
- Grow the Institute's social media presence across multiple platforms.
- Maintain a donor portfolio and donor relations.
- Oversee grant management and/or the application process.
- Process scholarship applications.
- Participate in or monitor peer support groups.
- Participate in staff meetings, Board of Director meetings, and professional training as appropriate.
- Maintain a professional image and manner consistent with the BYE Institutes' mission and goals.
- Act as a role model and incorporate character development values of caring, honesty, respect, and responsibility into the daily operation of the organization.
- Assume other duties deemed necessary by supervisor/full-time staff.

**QUALIFICATIONS:**

- Youth and young adults aged 16-25 are eligible and encouraged to apply.
- Passion for BYE's mission and a willingness/desire to learn and develop as a young professional.
- Proficiency with Google Workspace

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to physically and verbally interact with members and staff.
- At times, be able to lift amounts up to 50 lbs.

**WORK ENVIRONMENT:**

BYE is a fully remote organization. Staff and contractors work from home offices and attend in-person events across Greater Cincinnati. Travel 50-75%.

**REQUIRED TRAINING/CERTIFICATIONS:**

- Mental Health First Aid (to be obtained within first 90 days of employment)