

Internships 2019-2020

Contact: Jennifer.VanGundy@redcross.org



Communications Department:

Intern Reports to: Regional Communications Officer for Eastern NC Red Cross

Overview: The communication/marketing intern works closely with the regional communications officer to tell the Red Cross story through writing, social media, photography/videography, event coverage and media outreach.

Scope of Work/Projects

- Creating marketing materials as needed for events happening
- Creating press releases for events as needed
- Crafting feature stories to be used on social media, in newsletters, on Red Cross blog, and in press releases
- Developing social media campaign (e.g. Red Cross fun fact post each Friday)
- Attend Eastern NC Red Cross Regional Leadership team meetings and Triangle Chapter staff meetings as available
- Attend occasional weekend events and cover for social media/blog

Service to Armed Forces (SAF)

Engagement and Casework

Intern Reports to: SAF Manager

Scope of Work/Project

- Providing support for intake of client calls. Assist with veterans and services members calling for services;
- Casework calls: (Emergency Communications) Aid with Emergency Communication calls to include follow-up to clients. Work with clients and other agencies to help them get the issue(s) resolved in a timely manner.
- Work with SAF volunteers to help facilitate outreach and educational events for military personnel and their families.
 - Pre- Deployment
 - Post Deployments
 - Community Briefings
 - Yellow ribbon events
 - MEPS Briefings
- Supporting the development and implementation of an agency's community education and public awareness efforts.
- Create SAF Volunteer Orientation to include all areas of SAF. This should also include how to deliver the three briefings that are used in SAF (Pre/Post Deployment, MEPS, and Get to know us Before you Need US)

Volunteer Services Department:

Recruitment

Intern Reports to: Senior Volunteer Specialist Triangle Area Chapter

Overview: Assist Volunteer Services with recruiting, onboarding, public speaking events, presentations and engagement of volunteers

Scope of Work/Project:

- Work with youth of Red Cross Clubs and generate ideas on how to improve existing programs
- Assist with recruitment activities, making presentations, scheduling of volunteers, attending meetings helping with projects and events
- Assist with all hosted events
- Screening new volunteers and assisting prospective volunteers through the system
- Attend occasional weekend events

Bio-medical Department:

Blood Services Support

Intern Reports to: Blood Volunteer Coordinator, Triangle Area Chapter

Overview: Assist Blood Services with scheduling and engagement of volunteers

Scope of Work/Project:

- Opportunities to assist with scheduling of blood donor ambassadors for daily engagement

- Help with data entry in internal data base for volunteers
- Assist with recognition and appreciation activities