

Civic Engagement Intern Job Description:

Title: Civic Engagement Intern (Unpaid, 4-Month Term)
Organization: Ohio Legislative Black Caucus Foundation (OLBCF)
Location: Fully Remote
Application Deadline: December 13, 2024
Start Date: January 2025

Description:

Are you passionate about empowering Black communities, advancing equity, and making a difference in Ohio? Join the Ohio Legislative Black Caucus Foundation (OLBCF) as a **Civic Engagement Intern** and gain hands-on experience in nonprofit leadership, program development, and public policy advocacy.

OLBCF is dedicated to uplifting Black Ohioans through research, education, advocacy, and leadership initiatives. In 2025, we are launching our **Future Leaders Civics Program** to empower young people with the knowledge and tools they need to participate in democracy and lead in their communities.

This is an **unpaid internship** for a **4-month term** starting in January 2024. The position is **fully remote** with flexible scheduling and could lead to a paid internship.

Responsibilities:

As a Civic Engagement Intern, you will:

- Assist in planning and coordinating our **Lunch & Learn Series**, featuring state legislators and community leaders.
- Support the development of the **Future Leaders Civics Program**, including research and curriculum planning.
- Draft and send communications to funders, corporate sponsors, schools, and community partners.
- Set up and run webinars, manage attendee registration, and prepare run-of-show documents.
- Conduct research on Ohio schools, grant opportunities, and potential partnerships.

Benefits:

Although this position is unpaid, you will:

- Gain **hands-on experience** working closely with nonprofit leaders, elected officials, and community influencers.
- Receive mentorship and support from OLBCF's leadership.
- Has the potential to become paid after 4 months.
- Build a professional portfolio of work in nonprofit management, civic engagement, and public policy.
- Earn a **personalized letter of recommendation** at the completion of your term.
- Network with professionals in public service, policy, and advocacy.

Qualifications:

We're looking for a motivated individual who:

- Is passionate about racial equity, civic engagement, and community empowerment.
- Has strong written and verbal communication skills.
- Is detail-oriented, organized, and comfortable working in a remote environment.
- Is proficient in Microsoft Office, Google Suite, and basic social media tools (experience with Zoom or Canva is a bonus but not required).
- Is currently pursuing (or recently graduated with) a degree in public administration, political science, nonprofit management, communications, or a related field.
- Able to work in a remote environment and be accountable and productive.

To Apply:

Please send your **resume** and a **brief cover letter** to office@olbcfoundation.org by Friday **December 13, 2023**.