



Gainesville Thrives is currently seeking interns for Fall  
2019

All positions are unpaid

The following internships are available:

- Volunteer Coordinator
- Development Intern
- Webmaster
- Social Media
- Graphic Design
- Archivist

Please see below for more information on each position. Interested parties  
should send their resume to [gainesvillethrives@gmail.com](mailto:gainesvillethrives@gmail.com).

Gainesville Thrives  
352-358-1877  
P.O. Box 15312, Gainesville, FL 32604  
[Gainesvillethrives.com](http://Gainesvillethrives.com)

# **Volunteer Coordinator Intern Job Description**

## **Organization Description:**

Gainesville Thrives is a 501(C)3 organization founded in 2015 to promote tutoring and mentoring by informing the faith-based community and others of needs and opportunities. For long-term academic success, mentoring is as important as tutoring. The faith-based community is well-suited to help with this, as it often trains members in character development. We promote tutoring and mentoring of expectant parents, parents and their infants, toddlers and preschool children, and kindergarten through high school students. Gainesville Thrives seeks to foster connections between (1) faith-based groups that provide or would like to provide tutoring and/or mentoring, (2) elementary and high schools, (3) children and their families, (4) community organizations currently providing tutoring and mentoring, and (5) people in the academic community.

## **Volunteer Coordinator Intern (Unpaid):**

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

## **Position Summary:**

The Volunteer Coordinator Intern will assist Gainesville Thrives' volunteer group, staff and board members with promoting mentoring and tutoring programs and services in Alachua County.

## **Education:**

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as Family, Youth and Community Sciences; Education; social services; or Agricultural Education and Communication (4-H).

## **The major duties and responsibilities of this position include:**

- Interface with local congregations, fraternities and sororities, and community groups
- Recruit volunteers for literacy and mentoring efforts
- Disseminate information about tutoring and mentoring opportunities
- Aid volunteers with the application process to work through the school district or other volunteer opportunities in Gainesville
- Keep track of openings to volunteer
- Represent organization at community events
- Attend weekly meetings of the volunteer team

## **Personal Qualities and Skills Required**

- Strong written and oral communication skills
- Proficiency in Microsoft Office, Google Suite
- Ability to work independently and take initiative on projects
- Public relations or marketing experience is welcome

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## Archivist Intern Job Description

### Organization Description:

Gainesville Thrives is a 501(C)3 organization founded in 2015 to promote tutoring and mentoring by informing the faith-based community and others of needs and opportunities. For long-term academic success, mentoring is as important as tutoring. The faith-based community is well-suited to help with this, as it often trains members in character development. We promote tutoring and mentoring of expectant parents, parents and their infants, toddlers and preschool children, and kindergarten through high school students. Gainesville Thrives seeks to foster connections between (1) faith-based groups that provide or would like to provide tutoring and/or mentoring, (2) elementary and high schools, (3) children and their families, (4) community organizations currently providing tutoring and mentoring, and (5) people in the academic community.

### Archivist Intern (Unpaid):

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

### Position Summary:

The Archivist Intern will assist Gainesville Thrives' volunteer group, staff and board members by compiling information for a written history of Gainesville Thrives. This will facilitate the preparation for future grant writing.

### Education:

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as library science, history writing, or writing in the social sciences.

### The major duties and responsibilities of this position include:

- Compiling information for a written history of Gainesville Thrives
- Interviewing Gainesville citizens that have been involved in providing social services
- Updating the organization's historical records
- Organizing a plan to train the next archivist
- Optimizing the filing system
- Attending weekly meetings of the GT volunteer team

### Personal Qualities and Skills Required

- Ability to write well
- Ability to communicate effectively in interviews
- Interest in organizing material for historical record-keeping
- Access to a reliable source of internet and a reliable computer
- While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team

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# Development Intern Job Description

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## Development Intern (Unpaid):

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

## Position Summary:

The Development Intern will assist Gainesville Thrives' volunteer group, staff and board members by maintaining grant and donor relations as well as researching and cultivating new relations for potential donations.

## Education:

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as Nonprofit Organizational Leadership, writing in the social sciences, and grant writing.

## The major duties and responsibilities of this position include:

- Research potential new sources of funding
- Begin preparation for composing grant proposals and letters of intent (LOIs)
- Create and edit materials to help solicit support from congregations
- Create and maintain relations with donors
- Conduct research and analysis on prospective and existing individual, foundation and corporate partners
- Draft and/or edit business development materials such as correspondence, reports, proposals and donor appeals
- Assist with strategies for donor cultivation and solicitation

## Personal Qualities and Skills Required

- Ability to write well
- Interest in grant writing and donor relations
- Access to a reliable source of internet and a reliable computer
- While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team

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# Webmaster Intern Job Description

## Organization Description:

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## Webmaster Intern (Unpaid):

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

## Position Summary:

The Webmaster Intern will assist Gainesville Thrives' volunteer group, staff and board members with with graphics, photos, videos, and text for the website to promote mentoring and tutoring programs and services in Alachua County. There is room within this position to include posting on all social media platforms.

## Education:

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as computer science, computer engineering, art, web design, or digital arts.

## The major duties and responsibilities of this position include:

- Maintain website at least weekly
- Refresh and update design of website as needed
- Coordinate with treasurer regarding donations to site
- Attend weekly meetings of the volunteer team

## Personal Qualities and Skills Required

- Strong written and oral communication skills
- Fluent or willing to learn Wix online website builder
- Proficiency in Microsoft Office, Google Suite
- Ability to work independently and take initiative on projects

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# Social Media Intern Job Description

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## Social Media Intern (Unpaid):

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome.)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

## Position Summary:

The Social Media Intern will assist Gainesville Thrives' volunteer group, staff and board members with graphics, photos, videos, and text for all social media platforms to promote mentoring and tutoring programs and services in Alachua County.

## Education:

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as Public Relations, Journalism, Communications, Media, or Art and Design.

## The major duties and responsibilities of this position include:

- Regular posts to Instagram, Facebook, Twitter
- Create an Instagram account
- Update SERVEGNV account
- Create promotional events
- Market volunteering and donations through social media campaigns
- Attend weekly meetings of the volunteer team

## Personal Qualities and Skills Required

- Strong written and oral communication skills
- Fluent or comfortable learning Wix online website builder
- Proficiency in Microsoft Office, Google Suite
- Ability to work independently and take initiative on projects

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# Graphic Design Intern Job Description

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## Graphic Design Intern (Unpaid):

Hours: 5-10 hours a week, and events as needed

Time Period: September 2019 — May 2020. (Terms of two or three years are welcome)

While most work can be done off site, the intern will also meet weekly with the Gainesville Thrives volunteer team.

## Position Summary:

The Webmaster Intern will assist Gainesville Thrives' volunteer group, staff and board members with with graphics to promote mentoring and tutoring programs and services in Alachua County.

## Education:

This position is geared towards a college student or alumnus that has demonstrated performance in a related field such as graphic design, or digital arts.

## The major duties and responsibilities of this position include:

- Create promotional materials and documents that include graphics for events
- Create materials to promote mentoring
- Prepare graphics for the website and social media platforms
- Prepare brochures and graphic design for newsletters
- Create PowerPoint Presentations

## Personal Qualities and Skills Required

- Strong visual skills
- Fluent or willing to learn Wix online website builder
- Proficiency in Microsoft Office, Google Suite
- Proficiency in Adobe Suite or other computer graphics systems
- Ability to work independently and take initiative on projects

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