

Book Fairies Community Outreach Coordinator Internship:

The Book Fairies is a not-for-profit organization that collects reading materials for people in need throughout metropolitan New York. We ask schools, camps and corporations to hold one-week book drives where students and staff donate books ages birth through adult that they no longer need. These books are donated directly to schools and community outreach programs who are seeking to improve their literacy programs.

We are seeking a Community Outreach Coordinator intern to create partnerships with new nonprofits and schools in need, develop a summer camp donation program and maintain current relationships with donors and recipients.

Time Requirements: 20-25 hours a week. Tuesdays, Wednesdays, Thursdays from 10am – 3pm are required at the Freeport warehouse. The remaining hours are flexible.

Location: 70 North Main Street, Freeport, NY 11520 *around the back of the building.

Tasks:

1. Maintain relationships with established receiving schools and organizations to help meet their book needs.
2. Reach out to new high need schools, organizations and camps via email, phone and site visits to introduce The Book Fairies and our services.
3. Develop a summer camp donation program by asking camps in Nassau and Suffolk counties to hold a book drive for The Book Fairies.
4. Follow the book drive through to completion from scheduling a book drive, supporting the ongoing drive, scheduling a book pick up, sending a thank you.
5. Set up a corporate book donation program and schedule corporate volunteer days at the warehouse
6. Set up scheduling for the 2016-2017 school year donation period.

Our ideal intern:

1. College student or college grad
2. Loves books!
3. Effective communication skills, both written and verbal
4. Works independently on projects and improves upon the current structure
5. Strong organizational and planning skills
6. Demonstrate effective project coordination, facilitation and implementation
7. Able to work effectively and build relationships with others

We are a very relaxed and laid back charity. We enjoy what we do, and have fun while we're doing it. We would love for you to join our team and grow from being a part of a developing organization.