Job Title: Community Relations Associate (Intern/Unpaid)
Reports To: Development and Community Relations Manager

Position Summary

The Community Relations Associate will build and strengthen relationships with community members, partners, volunteers, and other stakeholders for Meals on Wheels West. This role focuses on community outreach, partnership development, and public engagement to increase the organization's visibility and impact. The ideal candidate is an enthusiastic communicator, highly organized, detail-oriented, and passionate about nonprofit work.

Key Responsibilities and Tasks

Community Engagement & Outreach

- Help design and implement outreach strategies with targeted goals to engage new audiences and deepen community involvement
- From inception to execution, project manage and represent the organization at community events, fairs, and public meetings
- Build and maintain relationships with local partners, schools, businesses, and civic organizations to elevate the mission of Meals on Wheels West
- Serve as a key point of contact between the organization and the broader community

Administrative & General Support

- Maintain the community engagement calendar, tracking key deadlines and deliverables
- Generate reports for internal use and Board meetings, as needed
- Collaborate with program and finance staff to support cross-functional initiatives

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Qualifications

- Strong writing, communication, and organizational skills
- Experience with donor databases/CRM systems (preferred)
- Comfortable using Microsoft Office and Google Workspace; experience with email marketing tools a plus
- Ability to manage multiple tasks and meet deadlines with detail
- A team player who is flexible, proactive, and mission-driven
- Routinely lift 40 pounds and perform daily strenuous activity including, but not limited to lifting, carrying, reaching, stooping, squatting, cleaning, and bending.

Preferred Attributes

- Passion for food security or related nonprofit/social justice causes
- Deep understanding of or desire to learn about the local community and its needs
- Understanding of community engagement principles and public relations best practices
- Bilingual/multilingual skills a plus

Time Commitment

- This internship is designed to be flexible and scalable to align with the student's degree program or academic credit requirements. The optimal range is approximately 8–15 hours per week, totaling 120–225 hours per semester, with final scheduling to be determined in coordination with the student and their academic advisor.
- Office work should be completed Monday through Friday during general business hours, to ensure access to program staff and timely client communication. There may be opportunities for community engagement outside of general business hours

(including evenings and weekends), and those opportunities will be identified and mutually agreed upon in advance of scheduling. The position will be **primarily remote** following initial training, though office space and on-site work hours can be made available if preferred or required.