

CCRU Internship

Duty Statement:

I. Outreach (Primary Responsibility)

- a) Assistance researching outreach targets
- b) Assistance contacting outreach targets
- c) Assistance coordinating and calendaring Outreach

II. Assistance Recruiting Training Participants as Needed

When CCRU provides such trainings, the intern candidate may:

- a) Research the contact information for the possible audience targets provided.
- b) Create a table to keep track of contacts.
- c) Email and call the audience targets that CCRU staff agree to from the table.
- d) Follow-up with contacts.

III. Assistance Facilitating Break-Out Groups if and as Needed

If CCRU conducts any kind of services requiring break-out group facilitators, the intern candidate can assist facilitating such small groups.

IV. Assistance Developing Training if and as Needed

The intern candidate can assist if needed with any research to help develop training content.

V. Other Duties and Responsibilities

- a) The intern candidate can pending approval of team join specific staff meetings.
- b) Shadow the Assistant Deputy Director and any other team member that is open to shadowing.