

Community Outreach Internship



ABOUT THE EPILEPSY FOUNDATION OF COLORADO & WYOMING:

Three simple words define the Epilepsy Foundation of Colorado & Wyoming: Connecting, Educating, and Empowering. We connect people to healthcare providers, support networks, and a listening ear. We educate schools, employers, and the community at large, to reduce stigma and raise awareness. And we empower people affected by epilepsy with knowledge, resources, and advocacy to live their best lives.

Job Purpose:

The Community Outreach Internship focuses on training and education about epilepsy/seizures and increasing the outreach efforts of the Foundation. This individual will represent the Foundation and work with the team to implement initiatives that increase the Foundation's visibility within the surrounding community. This individual will be tasked with working with key volunteer presenters to moderate and organize virtual trainings and educational programs. This internship requires a self-motivated, compassionate, enthusiastic, community-driven, organized and resourceful individual who thrives on building and implementing services that help people "live well" with epilepsy. The Community Outreach Intern reports to the VP of Community Initiatives. The intern should be competent in Microsoft and virtual platforms such as Zoom and have strong communication skills.

Core Responsibilities

This position will provide the intern an opportunity to work as a team member in a small non-profit. You will be given the opportunity to contribute in a significant way to the growth and success of the Epilepsy Foundation of CO & WY, ensuring that the organization is positioned to serve the nearly 65,000 people in the two states who are living with epilepsy.

Community Outreach

- Participate in community events, both Foundation events and external community events, in order to raise awareness about the Epilepsy Foundation and build relationships with people with epilepsy and other organizations. Examples include health fairs, Walk events, Camps, etc.
- Assist team members in distributing event and program information to raise awareness about epilepsy, programs/services and the Foundation.

Education and Awareness

- Organize, coordinate and moderate Seizure First Aid Certification trainings and educational webinars. Work with key volunteer presenters. Manage registration.
- Assist with organizing the Epilepsy Connect Symposium, our largest educational event for medical professionals and people impacted by epilepsy.

Administrative

- Create flyers, marketing and outreach materials for various events as needed. Learn and utilize Canva.
- Assist in assembling Newly Diagnosed Folders and Backpacks as needed.
- Assist team members as needed with spreadsheet and Salesforce data organization and integration.

Other

- Attend weekly Team Meetings, Program Team Meetings and 1:1 Supervision Meetings.
- Shadow program staff on projects that are relevant to your interests and ambitions (i.e. legislative advocacy, mental health programs, volunteer leadership programs/events, awareness events).

This position requires some evening and weekend work. Travel within and outside the Denver metro area for day trips may be necessary. Ability to coordinate one's own transportation as required.

Benefits & Compensation:

- This is an unpaid internship.
- 10-20 hours/ week. Flexible depending on your internship needs.

Please email cover letter and resume to Marcee@epilepsycoloradowyoming.org