

## OUTREACH & EVENTS INTERN

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### WHO WE ARE

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual, and economic essentials involved in unplanned pregnancy. We are a grace-filled professional counseling agency equipping and empowering women with valuable resources and various communities of support.

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### OPPORTUNITY SUMMARY

The Outreach & Events Intern supports the Outreach & Development Coordinator. The intern assists in respective outreach initiatives such as engaging with our target audiences, fostering partnerships, and expanding our network. The outreach & development intern will be responsible for helping to increase participation in and outreach opportunities to connect community partners and donors to Caris' ministry. The primary goal of this role is to exemplify Caris's mission, while facilitating partnership opportunities between the community and Caris.

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### RESPONSIBILITIES

- Help to recruit volunteers when needs arise within the ministry.
- Bring Caris' message to community partners and creating systems of communications that can be tracked.
- Manage volunteer orientation, training, and community service hours
- Engage with donors via phone, email, face-to-face meetings, or preferred modes of communication
- Maintain the follow-up of relationships after outreach events with partners.
- Primarily responsible to represent Caris at in-house workshops, outreach engagements and community events.
- Respond to ministry inquiries and requests for information.

### PREFERRED SKILLS AND QUALIFICATIONS

- Currently enrolled in a relevant degree program or recent graduate.
- Strong understanding of community engagement, donor relationship management
- Creative mindset with excellent written and verbal communication skills.
- Familiarity with social media analytics tools is a plus.
- Interpersonal skills with strong relational abilities, and strong organizational skills.
- Desire to work for a Christian ministry.

### REPORTS TO

Outreach & Development Coordinator

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## SCHEDULE & PERKS

- 15 hours per week (hours can be flexible).
  - One day in office, Thursday preferred.
  - Class credit.
  - Hands-on experience in social media management.
  - Exposure to innovative marketing strategies.
  - Collaborative and vibrant work environment.
  - Potential for future opportunities within the company.
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## ABOUT CARIS

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, vision, statement of faith, and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris.

## WHO WE ARE

- We are Christ Followers living on a mission.
- We are a source of support and serenity for hundreds of women each year.
- We provide support to women regardless of their pregnancy decision.
- We are a safe place.
- We are nimble and adaptable in our approach to service—one size doesn't always fit all.
- We are innovative, contemplative, and Christ-honoring in all that we do.

## WHO WE ARE NOT

- We are not political; we do not engage in political arguments or debates.
- We are not judgmental; women are not shamed or judged when they come through our doors.
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age five.

## WHO WE ARE LOOKING FOR

- A Christ Follower.
  - Someone committed to seeing women and children thrive.
  - Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision.
  - Someone who is committed to pursuing justice and truth on behalf of the women, children, and families that we serve.
  - Someone who is flexible, teachable, and willing to serve.
  - Someone who is willing to take initiative and decisive action.
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**Please apply via [www.caris.org/careers](http://www.caris.org/careers). No phone calls.**

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