



Job Description: Program and Events Intern - Aunt Rita's

Aunt Rita's is a non-profit organization dedicated to serving and supporting individuals and families affected by HIV/AIDS. We are currently seeking a motivated and enthusiastic Program Intern to join our team and contribute to our outreach efforts, community events, and evening activities with the Experienced Escapades group. This is an excellent opportunity for individuals interested in gaining practical experience in program coordination and community engagement within a non-profit setting.

Responsibilities:

Outreach Support:

- Assist in developing and implementing outreach strategies to engage and educate the community about Aunt Rita's mission and services.
- Participate in outreach events, including health fairs, community festivals, and educational presentations, to promote awareness of HIV/AIDS prevention, testing, and support services.
- Collaborate with the Outreach Coordinator to create informative materials, such as brochures, flyers, and social media content.
- Assist in building out HIV at-home test kits and prepare for distribution.

Community Events:

- Assist in planning, organizing, and executing community events hosted by Aunt Rita's, such as fundraisers, awareness campaigns, and volunteer appreciation events.
- Coordinate logistics, including venue selection, vendor coordination, volunteer recruitment, and event setup.
- Provide on-site support during events, ensuring smooth operations, engaging attendees, and addressing any concerns or inquiries.

Experienced Escapades Group:

- Assist with the planning and facilitation of evening activities for the Experienced Escapades group, a community program aimed at providing social and recreational opportunities for individuals affected by HIV/AIDS.
- Collaborate with the Program Coordinator to develop a diverse range of activities, such as game nights, movie screenings, outings, and workshops.
- Engage with group members, fostering a welcoming and inclusive environment, and ensuring their safety and well-being during activities.



Administrative Support:

- Assist with general administrative tasks, including data entry, filing, and maintaining program-related records.
- Help with program evaluation and data collection efforts to measure the impact of Aunt Rita's services and events.
- Provide support for other program-related tasks and initiatives as assigned by the Program Manager.

Event Planning:

- Collaborate with the Events team to plan, organize, and execute fundraising and community events hosted by Aunt Rita's, including the signature events: Red is the Night, AIDS Walk, and Picnic in the Park.
- Assist in vendor coordination, and event logistics to ensure successful and engaging events.
- Contribute to event marketing efforts, including social media promotion, website updates, and email campaigns.
- Provide on-site support during events, including setup, registration, and attendee engagement.

Requirements:

- Currently pursuing or recently completed a degree in a relevant field (e.g., social work, public health, non-profit management).
- Availability to work 10-15 hours per week, with occasional evenings and weekends for community events and Experienced Escapades activities.
- Passionate about making a positive impact on the lives of individuals and families affected by HIV/AIDS.
- Excellent organizational and time-management abilities, with a keen eye for detail.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office Suite and familiarity with social media platforms.
- Understanding of HIV/AIDS-related issues, resources, and stigma is preferred but not required.

Benefits:

- A stipend is available for this position to support the intern during their time with Aunt Rita's.



- We are willing to work with students to help them obtain college credit for their internship experience.
- Gain hands-on experience in program coordination, community outreach, and event planning within a non-profit organization.
- Develop valuable skills in communication, teamwork, project management, and community engagement.
- Work closely with a dedicated team of professionals in the field of HIV/AIDS advocacy and support.
- Make a meaningful contribution to the lives of individuals affected by HIV/AIDS and promote awareness in the community.
- Potential opportunities for professional development and networking within the non-profit sector.

Application Instructions:

To apply for the Program Intern position at Aunt Rita's, please submit your resume, cover letter, and any relevant supporting documents via email to [citlaly@auntritas.org](mailto:citlaly@ auntritas.org). In your cover letter, please outline your interest in the role, relevant experiences or coursework, and how you believe your skills align with Aunt Rita's mission. Applications will be accepted on a rolling basis.

Note: This job description is intended to provide a general overview of the responsibilities and requirements of the position. It is subject to change based on the organization's needs and priorities.