The North Central Texas Council of Governments (NCTCOG) is currently seeking interns to support its Area Agency on Aging and Retired Senior Volunteer Program. Interns will develop volunteer management and non-profit management skills, while assisting NCTCOG in expanding its volunteer base for a broad range of community-based programs.

Both part-time and full-time internships are available. Although the internships are unpaid, project-related travel reimbursement is available. Internships are based at the NCTCOG offices in Arlington. Local travel within a 12-county region (consisting of Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise) is required.

Interns will learn how to:

- Create and implement a volunteer recruitment plan
- Use volunteer management software
- Cultivate relationships with volunteers, partners, staff, and board members
- Create and update program spreadsheets
- Plan and conduct outreach to community leaders and professionals
- Design and conduct program evaluation
- Build collaborative relationships with community partners

Interns’ responsibilities will include:

- Assisting RSVP Project Manager with maintaining files and data
- Assisting RSVP Project Manager with developing and implementing volunteer recruitment strategies
- Attending volunteer recognition events and orientations with RSVP Project Manager
- Identifying and initiating outreach to potential community partners

Interns must possess the following skills and abilities:

- Creative thinking
- Basic computer skills
- Ability to work independently, under minimal supervision
- Excellent oral and written communication skills
- Ability to set goals, priorities, and meet deadlines

For more information contact Laura Wolfe at lwolfe@nctcog.org, 1-800-272-3921.