



Community Engagement Internship - Fall 2023 Kildaire Farm (Cary)

Who are we?

CORRAL is a non-profit organization that acts as an intervention program for adolescent students, who come from high-risk situations in the Triangle Area. Our participants may be considered "at-risk" due to trauma, neglect, abuse, socioeconomic status, or, more frequently, a combination of these situations. We use a holistic approach including Equine Assisted Psychotherapy, tutoring, mentoring, and vocational training. Our goal is to teach participants how to be healthy and whole relationships, knowing that this will lead to further transformational healing. The work we do can be hard at times, but the reward of seeing the lives of young people change for the better is what makes it all worth it.

Who are you?

We are looking for a passionate, motivated university junior or senior enrolled in a B.S. or B.A. degree program, interested in community engagement, events, and volunteer management. As a CORRAL intern, you have strong verbal and written communication skills, including public speaking and interpersonal communications. A crucial skill is your ability to research and fact find. You also possess the ability to work independently with self-direction. Our perfect candidate desires to work in the non-profit field in their career journey. (This is a plus, but not a requirement.)

CORRAL's Work Culture

Although we do serious work at CORRAL, we don't always take life so seriously. We like to work hard and play hard. You'll thrive in our fun, collaborative work space that's filled with supportive people. We treat our interns like our staff - we have high expectations for them while providing the level of support needed for success. Although we are a working horse farm, no prior equine knowledge is required to excel at this job - but a willingness to learn is!

About CORRAL's Internships

At CORRAL, we don't just give our interns leftover projects. Your time with us will be filled with opportunities to produce meaningful and impactful work. Our interns are exposed to a variety of aspects of running a non-profit and are given organizational ownership over their projects. We value growth as a team and as individuals, so interns will have weekly performance feedback check-ins with their manager.

Internship Schedule

We are open to this internship being part-time or full-time. Part-time interns typically work 20-30 hours a week, while full time interns can work up to 35-40 hrs per week. We're happy to consider your internship requirements - there will be space to discuss during the interview process. CORRAL runs on a 9 AM - 5 PM schedule Monday through Friday, with Mondays and Fridays remote and Tuesdays through Thursdays in-office. The Community Engagement intern is expected to support events on 1-2 Saturdays a month from 8:30 AM - 1:30 PM. On weeks where you support Saturday events, you'll be able to flex your schedule to make up for weekend time worked.



About the Community Engagement Internship

This role reports to the Volunteer Manager to support CORRAL's internal volunteer community and build connections and visibility externally. This role supports new volunteer onboarding through support at introductory level CORRAL events, as well as monitoring digital volunteer orientation course sign ups and completions. Another critical part of the role is outreach to external groups and organizations to support CORRAL's visibility and organizational goals around diversity, equity and inclusion. The ideal candidate will have a strategic mind, excellent communication skills (written/oral), and organizational ability. Proficiency in Google products (i.e. sheets, slides, docs) a must. Good writing/proofing skills are essential. Proficiency with Salesforce a plus, but not required. Proficiency in Spanish is a plus, but not required.

What you'll do

Volunteer Management

- Support the management of a volunteer base of just under 300 people.
- Monitor the volunteer management reports and dashboard to ensure a smooth transition for the volunteers onboarding.
- Follow up with volunteers via email and phone to assist with the onboarding process.

Community Outreach

- Assist with special community events including preparation and event facilitation.
- Communicate with community groups and organizations with event invites, information, and coordinate visits and CORRAL presence at community events.
- Research prospective community connections or opportunities for CORRAL to be present in external events and spaces.
- Work with outreach volunteers to coordinate CORRAL presence at external events and spaces.

How to apply

To apply for an internship with CORRAL, email your resume along with a short personal introduction to jobs@corralriding.org. Please include the position you are applying for in the email subject and copy (cc) the Volunteer Manager, Sarah Buddendeck at sarah@corralriding.org.