



The Most Basic Concept of Promoting Positivity
Norwalk, California

Our Mission

Dream Big Project (DBP) exists to educate, inspire, and provide for youth living in inner city communities. We educate youth on the importance of education; we inspire youth through personal stories, community involvement, and media presentations that transmits a message that every dream is at reach; we provide for communities at need through backpack distribution, scholarships, and opportunities to make a difference through volunteering. In order to achieve our mission, we must have *passionate*, *committed*, and *active* interns that devote their time and effort to empower the youth community.

High school and college students are encouraged to apply.

All internships are unpaid, served on a quarterly basis, and require attendance to monthly team meetings.

This application does not discriminate in securing members and volunteers on the basis of race, color, religious creed, national origin, sex, or ancestry; or on the basis of age against persons whose age is over 40 or on the basis of handicap or disability and any other characteristic required by law. No question on this form is intended to secure information to be used for such discrimination.

What we offer:

- Volunteer/community hours, letter of recommendation
- A path to a Dream Big Project membership position.
- Discounts on additional Dream Big Project merchandise
- Recognition on Dream Big Project social media accounts, website, and other promotional material

DBP supports you by:

- Providing interns with needed material to succeed
- Open and honest communication designed to produce results
- Active support from all members of Dream Big Project staff to accomplish shared goals

Volunteer Coordinator volunteer/intern

The volunteer coordinator is an essential part of the DBP team. An ideal candidate is one with excellent organizational skills, friendly, good communicator, and proactive. The role involves meeting the needs of the organization through recruitment of volunteers through social media and other avenues as well as to assist with retainment. The volunteer coordinator is responsible for informing all volunteers of upcoming opportunities and details on events, updating volunteer list and keeping record of updated contact information.

The goal is to ensure that our organization is staffed with friendly and responsible volunteers for all events and prep activities. We pride ourselves in being a volunteer ran organization.

Requirements

- Must be 18 years or older
- Must have excellent communication skills
- Must be available once a month for staff meetings

Responsibilities

- Reach out to diverse programs and schools in order to recruit volunteers
- Ensure volunteers are up to date with requirements and event details
- Update volunteer list and keep them informed of upcoming opportunities
- Create and facilitate necessary training for volunteers, if necessary

Journalist volunteer/intern

This is an excellent opportunity for an individual who has a passion for creative writing and factual reporting. This internship provides the interest with an opportunity to build their skills for a career in journalism or professional blogging.

Responsibilities

- Create 2+ blog pieces per month on topics pertaining to youth and underserved communities
- Follow every DBP event with a recap to be posted on social media
- Seek information pertaining to the disability community, youth engagement
- Conduct brief interviews as needed (from participants at events)
- Provide DBP President or Vice President with content for review before posting on any social media site.

Requirements

- Must have blogging or creative writing experience (1+ years)
- Must be able to show work as example
- Must be available for monthly staff meetings
- Access to a computer

Event Photographer/Videographer volunteer/intern

This is an on the field internship with DBP. Interns will have hands on participation in capturing content for our website, social media platforms, blogs, brochures and other promotional items. We strive to capture meaningful and inspiring images and videos from events and activities to share with our community of youth, academia, and public in general. This is a great opportunity for you to have your work exposed for the world to see.

Responsibilities

You will be responsible for, but not limited to:

- Cover events (speaking engagements, backpack giveaways, fundraisers, community events)
- Study venue and audience to recommend procedure for capturing moments in a fresh way
- Edit and send content no later than 2 days after each event
- Respond on a week to week basis with availability for upcoming projects

Requirements

- At least 1 year of photography experience
- Ability to send work samples as requested
- Talented photographers with enthusiasm for serving others
- Access to basic still camera equipment, including camera, knowledge of and experience working with lenses, tripods, flashes, filters, and light kits

Events Coordinator

An ideal candidate for the events coordinator position is someone who is organized, outgoing, and creative. This position provides the candidate with opportunity for professional development in multiple areas. As an organization, we depend on the creativity and revenue of our events to carry out our mission and reach as many youth as possible.

Requirements

- Must have excellent organization skills and be an active participant
- Design community outreach events and collaborate with DBP team
- Seek fundraising opportunities and coordinate the events (1x month)

Responsibilities

- Actively seek opportunities for fundraising in Norwalk and surrounding areas
- Build connections with community members and businesses for sponsorship for events
- Actively communicate with DBP board and refer back to calendar for open event dates
- Maintain open communication with board and volunteer coordinator in order to staff event accordingly

Public Relations

DBP is seeking a PR Intern to help our mission grow by publicizing events and to coordinate opportunities for brand recognition as well as develop fundraising opportunities. An ideal candidate should possess a desire to establish and grow their media knowledge and account management skills, be a go-getter, and be able to deliver results. Candidates will have ability to research, work independently as well as in group settings. We are looking for someone with natural charisma and excellent interpersonal skills, and who possesses a passion for serving youth community.

Responsibilities

You will be responsible for, but not limited to:

- Identify opportunities for brand recognition (e.g., radio, TV, newspaper)
- Seek opportunities for collaboration with other community organizations
- Develop materials for online blogs, press releases, and newsletters
- Be aware of events and activities hosted by DBP
- Understand and present DBP's core mission to external parties
- Develop a strategy to publicize DBP's events

Requirements

- Experience in or student of Public Relations, Communications, Marketing, Education, or related discipline
- Excellent oral and written communication skills are essential
- Passion for education and bettering youth community
- Self-motivated and a desire to learn
- Serve as liaison with community organizations in order to establish collaboration
- Flexible schedule

Marketing/Social Media Intern

Our Marketing and Social Media intern will work alongside our team to manage DBP's digital presence and engagement with our community. The ideal applicant will possess strong knowledge of the digital media landscape and ability to create and promote marketing materials. The successful candidate will be responsible for contributing to social media account management and support, monitoring and posting on social networks, social analytics reporting, and brand strategy and research. Those looking to gain valuable social media and marketing experience are encouraged to apply.

Responsibilities

You will be responsible, but not limited to:

- Receive and compile raw creatives (video footage, photography, fliers, etc) on a shared drive
- Collaborate with team to develop a social media strategy and calendar

- Help create and distribute press releases and other marketing material to social media outlets
- Responsible for content development, daily monitoring and engaging, audience growth and helping out with DBP events and other marketing efforts

Requirements

- Experience in social media/marketing
- Excellent oral and written communication skills
- Access to social media networks via cell phone and computer
- Possess skills in time management, self-confidence, flexibility, accountability, practicality, and presentation
- Knowledge of Facebook, Twitter, Instagram, YouTube, and Snapchat

What do you consider your greatest accomplishment? _____

What motivates you everyday? _____

What do you enjoy doing during your free time? _____

What is your favorite indoor/outdoor activity? _____

Please tell us on which days/times you are available to Intern.

Weekdays: (Circle all that apply)

Afternoons

Evenings

Late nights

Weekends: (Circle all that apply)

Afternoons

Evenings

Late nights

Please provide us with information about your employment history.

Are you currently employed? _____

Please tell us about your current/last employer is/was. _____

What is/was your current position at that company? _____
Since when have you worked at your current / last place of employment (mm/dd/yyyy)? _____

Please provide us with two references.

Name of first reference

First	Middle	Last
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Relationship to you: _____ Phone number: _____

Name of second reference

First	Middle	Last
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Relationship to you: _____ Phone number: _____

Lastly, how did you learn about opportunities with Dream Big Project? _____
