



CASA of Missoula Event & Outreach Intern/Work Study

Qualifications:

- Complete online CASA Volunteer Application
- Submit Resume, Cover Letter, and three professional references
- Complete interview
- Pass a fingerprint criminal history and child abuse registry check

Job Description:

Work Study students/Interns at CASA of Missoula work with our program staff to ensure the organization has the resources and support necessary to do this critical work. CASA of Missoula seeks students to help staff continue to make CASA thrive in our community and reach as many abused and neglected children as possible. Students will build experience in the nonprofit sector, from event planning and marketing to daily operations. This position will work closely with the Development & Outreach Manager and other CASA staff through special projects, event planning, community outreach, clerical duties, and educational components.

Hours:

Time commitment is flexible and varies by responsibilities. Students typically commit to 8-12 hours per week for the semester. This can vary based on events, tasks, and projects, and the student's individual needs and schedule. This position is primarily remote, but can be done in the CASA office if requested.

Compensation:

We offer two different compensation options for work study/intern position at CASA of Missoula:

1. Work Study* - Students can earn \$15/hour through Work Study at the University. They must qualify for Work Study and are paid directly by the University.

- OR -

2. Internship - If students do not qualify for Work Study or would like to receive college credit, we will ensure the compensation is equitable to that of the Work Study Position. As an intern, you will receive up to \$700 worth of college credit (3 units) and will receive an hourly wage from CASA of Missoula of \$10.50.

*Maximum amount of work study will be based on your financial aid package as allowed by your university.



Key Responsibilities:

1. General Duties- 7-8 hours per week:
 - a. Assist with reach-out, marketing, and set up for CASA's fundraising events
 - b. Assist with organizing, prepping, and tabling for community events
 - c. Develop outreach materials and assist with CASA mailers
 - d. Assist with business reach out for donations and participation in events
 - e. Assist with monthly social media
 - f. Process court documents with CASA's document email
 - g. Other program duties as assigned, including possible grant data assistance
2. Project(s)- 1-2 hours per week:
 - a. Student may identify 1-2 fundraising/outreach capacity building projects at the beginning of their position and work with their supervisor, staff, and CASA volunteers to carry out and complete project(s) over the course of their position
3. Work Study/Intern Class- 2 hours per week:
 - a. Students will engage in educational material every week (article, video, podcast, etc.)
 - b. Students and supervisors will meet weekly to engage in discussion about the educational resource(s)