Job Title: Community Engagement Intern  
FLSA Status: Hourly/ Non-Exempt

Spy Hop is seeking a part-time Community Engagement Intern for the Central 9th Youth Coalition. The Coalition is a collaborative project of youth, community members, organizations and other stakeholders working to create a resilient, youth-led community by reducing the risk of youth substance use, violence and suicide through culturally competent and evidence-based prevention initiatives. This paid internship runs from August 2023 to June 2024, providing valuable community engagement and capacity-building skills. The intern will work up to 15 hours per week with a flexible, hybrid schedule, including in-person and remote work.

DUTIES & RESPONSIBILITIES
The Community Engagement Intern will report directly to the Coalition Coordinator and will work collaboratively with coalition members across various sectors to build capacity by creating connections and partnerships with local schools, organizations, and businesses that support meaningful community and youth engagement in the Coalition.

● Under the guidance of the Coalition Coordinator, function as the Chair of the Outreach & Public Relations Workgroup, responsible for directing the development of a community outreach and engagement plan, and coordinating outreach activities and community engagement events.
  ○ Attend identified community events to do outreach for the coalition effort
  ○ Organize and coordinate monthly community outreach events

● Support the Youth Involvement Workgroup in identifying meaningful opportunities for young people to participate within the Coalition structure and coordinate skills development and recognition for these youth.
  ○ Organize and coordinate a Youth Retreat for young coalition members that provides opportunities for team-building and prevention training.
  ○ Establish a formal Youth Council with at least 6 active youth members.
  ○ Guide the Youth Council in developing a monthly activity plan that aligns with the Coalition’s priorities.
  ○ Coordinate monthly Youth Council activities.

● Assist the Coalition Coordinator with other tasks as needed.
QUALIFICATIONS
The ideal candidate has:

- Experience in community engagement, organizing, and/or outreach.
- Experience planning and implementing community workshops and events.
- Passion for working with youth from diverse backgrounds.
- Strong collaboration skills, open to feedback, and a willingness to learn.
- Outgoing and confident communicator with public speaking experience.
- Creative thinker who delegates, holds others accountable, and focuses on common goals.
- Proficiency in Google Mail and Drive.
- Excellent project management skills, meeting deadlines and handling multiple projects.
- Ability to self-manage priorities and workload efficiently.
- Must have a valid driver's license and pass a criminal background check.
- Flexibility to work a varied schedule when needed.
- Fluency in Spanish is a plus.

WORK SCHEDULE
The intern will be able to create a flexible, hybrid schedule of in-person and remote work. Community-based work typically occurs weekdays between 2:00 p.m. and 7:00 p.m. and weekend mornings between 9:00 a.m. and 2:00 p.m. The majority of workgroup tasks and coordination activities can be completed remotely, while outreach and community engagement activities will need to be done in-person at Spy Hop and in the Salt Lake City community. This schedule will need to be flexible to accommodate occasional community events on Saturday or Sunday mornings. The Coalition Coordinator will work closely with the intern to establish a schedule and work arrangement that meets the needs of the project and is reasonable with the intern’s other commitments.

About The Central 9th Youth Coalition: The Coalition utilizes the evidence-based Communities that Care (CTC) model to create a resilient, youth-led community. The priorities identified include reducing depressive symptoms, increasing youth commitment to school, and addressing drug use risks.

Our Commitment to Antiracism: Spy Hop believes that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political, and institutional systems, while actively and intentionally working in community to replace those systems with pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free. As an antiracist organization, Spy Hop is committed to changing the systems of oppression that disproportionately impacted many of our students and their communities. Spy Hop’s antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.
Our Culture: We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive. Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply. Due to the highly collaborative nature of this position, COVID-19 vaccination is strongly encouraged.

Compensation: $20 per hour up to 15 hours per week

This internship will also provide valuable community engagement and capacity-building skills and experience through the coordination of outreach activities and community events. The intern will be trained on youth prevention science and positive youth development models, as well as an evidence-based coalition process. This project will provide opportunities to network within the Salt Lake City community, including with local schools, school districts, nonprofit organizations, local government, and businesses.

Please email your resume and cover letter with the subject line Community Engagement Intern: [Your Name] to the Coalition Coordinator, Alexa Wrench, at central9thyouthcoalition@spyhop.org