



# Community Engagement Internship

## About Bright by Three:

Bright by Three is a Colorado-based, statewide nonprofit organization that provides parents and caregivers of children age 0-3 with the tools they need to promote a child's readiness for lifelong learning and success. Bright by Three (BB3) works with 700 partner agencies across the state to serve over 25,000 families annually through our home- and group-visitation program, and our Bright by Text messaging program.

## About the Position:

Bright by Three is seeking an enthusiastic self-starter to support the Program Team as a Community Engagement Intern. Reporting to the Colorado Outreach Director, the Intern will help us build our presence in the community by responding to requests from community organizations and by representing Bright by Three at different events. During community events, our interns and volunteers share our program with parents and caregivers in various areas of Colorado. This position offers opportunities for networking with other organizations and establishing partnerships as well as practicing public speaking techniques. The Community Engagement Intern will also provide support to families through home and group visits, helping to increase confidence in parents and caregivers, as well as help children have a bright beginning.

This position is located at Bright by Three's office on the Clayton Early Learning Campus in northeast Denver: 3605 Martin Luther King Blvd. Denver, CO 80205.

## Responsibilities:

- Provide support for researching, scheduling, preparing, and facilitating community event
- Interact with people at the community event, and explain how they can receive BB3 materials through home and group visits
- Provide administrative support for Program Team
- Conduct home and group visits with parents/caregivers of children 0-3

## Qualifications/Skills:

- Personable and friendly
- Excellent oral and written communication skills
- Self-motivated, detail-oriented and highly-organized
- Experience in early childhood, education, mental health, or public health fields
- Ability to take direction, work in a team, and work independently as needed
- Ability to represent Bright by Three in a variety of situations and interact with all levels of staff, volunteers and donors while maintaining tact, diplomacy and confidentiality

## Internship Benefits:

- Learn the fundamentals of program coordination
- Develop skills in parent education to support early childhood development
- Gain exposure to networking opportunities
- Acquire the skills to succeed in a mission driven and goal oriented team environment

**Application Process:** This is a part-time, unpaid internship requiring a minimum of 10-15 hours/week with a minimum six month commitment. To apply, please send your resume and cover letter to Kiersten Souerby at [Kiersten@bb3.org](mailto:Kiersten@bb3.org)