



Program Coordinator (PAID INTERNSHIP)

Title: Program Coordinator

Reports to: Executive Director

Location: Remote work, meetings and events, in the New Orleans area

Compensation: \$16/hour

Hours: 10-15 hours/week, Schedule to be determined.

Duration: August 10 - December 15, 2022

For over 56 years, The Committee for a Better New Orleans (CBNO) has been bringing diverse groups of people together to drive positive change in New Orleans. We help people understand, navigate, and influence the decisions that impact their lives. Our vision is a New Orleans that's equitable, sustainable, and thriving.

We're seeking a dynamic, organized, and reliable Community Programs Intern to support the organization's programming, and advocacy efforts. This year, our program focuses include:

1. *Building Our Future* - Helping people understand, navigate, and influence the City's federal stimulus spending decisions, and gathering community priorities for New Orleans' future beyond the pandemic.
2. *Civic Education & Advocacy Education* - Developing easy-to-digest information that helps people navigate, access, and influence City government. Sharing via social media and email.
3. *Bryan Bell Metropolitan Leadership Forum* - Bringing together emerging leaders from across New Orleans to learn about the issues facing our city, and work toward solutions.

Job Responsibilities

- Assist with planning and implementation of community meetings, workshops, and socials. This could include researching, drafting program

plans, creating flyers, coordinating speakers and entertainment, and managing event logistics like food or location.

- Support committee and board coordination, including sending meeting reminders, taking meeting notes, and sending follow-up emails to keep volunteers informed and engaged.
- Help us keep in touch with partner organizations, coalition partners, volunteers and neighbors by drafting and publishing social media posts and reels, updating website content, and sending email blasts.
- Help keep the organization running, including filing documents in Google Drive, formatting documents and presentations, google group management, data entry, etc.

Qualifications

- A reliable, organized, and dependable professional who's deadline-driven.
- A team player who's great at giving and receiving feedback, and is eager to try new approaches.
- A dynamic digital native with strong written and verbal communications skills
- Coursework or experience in political science, public policy, urban studies, communications, social justice, or a related field is a plus
- We use google drive, canva, mailchimp, squarespace, facebook, instagram, and twitter. Experience with any of these platforms is a plus.
- Must have access to a computer with stable internet access. A computer will not be provided.
- Requires travel within the New Orleans area.