

# The Arts of Humanity

2015

Home of Fashion and Arts Humanity Fete

FAHF

Internships available with The Arts of Humanity/Fashion and Arts Humanity Fete

[Theartsofhumanity.org](http://Theartsofhumanity.org) | 708-609-7759

## Title

Community Outreach Date posted: July 3, 2015

## Position Location

Virtual

## Company Description

The Arts of Humanity is a 501 (c) 3 organization that teaches, develops, and recognizes creative humanitarians. Its biggest event of the year is Fashion and Arts Humanity Fete, a high quality awards show that recognizes humanitarian achievements in the fashion and arts industries.

## Position Description

The Community Outreach Coordinator is an energetic self-starter, responsible for representing The Arts of Humanity and Fashion and Arts Humanity Fete in the general public. The Community Outreach Coordinator will establish relationships with appropriate entities that will help elevate the organizations reputation and sustainability in the arts industries, relevant cause areas, and social and emotional education. Must be able to attend 2-3 scheduled meetings and must have a completely open schedule on December 11 and 12, 2015.

## Start and End Date

Start: July 20, 2015 End: January 20 ( 6 full months required)

## Responsibilities

- Performs a variety of outreach activities through direct interaction with arts, community, and education advocates.
- Represents The Arts of Humanity at monthly networking events (fashion, arts, community, social and emotional learning).
- Assist with developing and/or creates organization programs to help achieve organization goals.
- Assists in the seeking out and writing of future grants, sponsorships, and gifts.
- Establish and maintain effective relationships with local, state, and federal agencies, employers, and other parties to develop arts and mentor programming.
- Develop an annual outreach plan that includes promotional and educational strategies.
- Coordinates and leads outreach efforts for FAHF promotions in local communities and relevant industries.
- Research and discover various entities that would be eligible to be FAHF honorees and special honorees.
- Work directly with nominated FAHF honorees to keep them updated on the nomination process, details of the awards show, and post show follow-up.
- Research, connect with, and secure local celebrity and influential industry leaders to participate in FAHF.
- Establish partnerships with organizations with which The Arts of Humanity should establish relationships with that would help further its mission and accomplish its goals.
- Assist with red carpet special guests and be the point of contact for special guests at FAHF.
- Performs other related duties as required.

## Requirements

- Must have strong PC skills and technology/Social Media skills
- Must have strong networking skills.
- Must become extremely knowledgeable of The Arts of Humanity and how the organization can successfully partner with others.
- Excellent writing, grammar, and communication skills
- Excellent phone presence
- Able to manage self, complete weekly goals, and check in at the end of each day with a list of completed tasks.
- Must be very organized and flexible
- Person should be enthusiastic, articulate, poised, and professional
- Daily access to technology that allows completion of daily tasks and use of apps such as GroupMe, Check List, and Drop Box
- Must demonstrate timely communication with team members and media

## Qualifications

Interested candidates with past course work in communications, marketing, non-profit development, public administration, and public relations are ideal. Business and/or business management coursework can also be a good fit. Must be a diligent, organized, and diplomatic intern. This position is open to all college students with the appropriate background coursework. If you are a non-college student, or do not have appropriate coursework, 1-2 years minimum experience in community outreach is preferred.

## Compensation

If you are a college student, please talk to the appropriate entities to learn if you can receive credit for this internship. This internship is unpaid, however pre-approved travel expenses will be reimbursed along with any pre-approved purchases. Upon completion of the 6 months, The Arts of Humanity's Executive Director and/or Associate Director will be willing to write letters of recommendation that accurately reflect the intern's successes.

## Contact

To apply for this position, please send a current resume and cover letter specific to this position and The Arts of Humanity to [renita@theartsofhumanity.org](mailto:renita@theartsofhumanity.org)



Fashion and Arts Humanity Fete

*Honoring humanitarian achievements in the fashion and arts industries.*

Visit our website at [theartsofhumanity.org](http://theartsofhumanity.org) and use #fahfawards, #fahf2014, and #fahf2015 to connect with us and our supporters on social media.