

Project Proposal for Community Engagement Intern and Outreach Position

Position Overview:

The Community Engagement Intern and Outreach position offers a unique opportunity for an individual passionate about fostering relationships, creating inclusive programs, and expanding the reach of the Riverside Arts Center (RAC). This role will allow the intern to enhance their skills in community engagement, outreach strategies, and program development while contributing meaningfully to RAC's mission.

Project Scope:

The intern's primary focus will be to design and implement a Community Engagement and Outreach initiative to strengthen connections with Ypsilanti and Washtenaw County residents. Key components of the scope include:

Community Needs Assessment:

- Conduct surveys, focus groups, or interviews to identify community interests and gaps in arts programming.
- Compile and analyze data to guide program planning.

Outreach Strategy Development:

- Research and map potential community partners, schools, and local organizations for collaboration.
- Develop a targeted outreach plan to engage historically underserved communities.

Event Planning and Facilitation:

- Organize at least one RAC-hosted event (e.g., open house, workshop, or panel discussion) to showcase programming and build relationships.

Timeline:

Week 1-2: Orientation and onboarding. Introduction to RAC's mission, programs, and current community engagement efforts. Begin research for community needs assessment.

Week 3-5: Conduct surveys and focus groups. Analyze findings and draft a report of community needs.

Week 6-8: Develop outreach strategies and establish initial contacts with community partners.

Week 9-10: Plan and execute the RAC-hosted event. Document learnings and outcomes.

Week 11-12: Compile a comprehensive final report detailing project results, including recommendations for sustaining engagement initiatives.

Deliverables:

- Community Needs Assessment Report.
- Outreach Strategy Document.
- Event Plan and Summary Report.
- Outreach Toolkit (templates, contact lists, and marketing materials).
- Final Reflection and Recommendations Presentation to RAC staff.

Benefits for the Intern:

- Professional Development: Gain practical experience in community engagement, project management, and event planning.
- Skill Building: Enhance communication, data analysis, and strategic planning skills.
- Networking Opportunities: Build connections with local artists, nonprofit leaders, and community stakeholders.
- Creative Freedom: Develop and implement a project tailored to their interests and strengths.
- Career Preparation: Receive mentorship and a letter of recommendation upon successful completion.

Proposed Hours (May be adjusted to accommodate Intern's schedule and agreed upon hours):
Total Hours minimum of 10 hours per week a maximum of 15 hours per week depending on the intern's availability, project goals, and school requirements.

- Closed Holidays
- Hours may change as we adapt access to the community and Intern/Staff availability