**Outreach Assistant Intern**

**2017-2018 School Year**

**Supervisor: Susy Robison**

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 3,000 children who find themselves homeless each year in Allegheny County. Founded in 1999 as a 501(c)(3) non-profit organization, HCEF actively partners with a wide variety of organizations to help homeless children succeed academically and works to ensure that they are afforded equal access to the same educational opportunities and experiences as their peers.

The HCEF Outreach Program works with the community to raise awareness about the plight of homeless children.

**Primary Responsibilities**

The Outreach Assistant will work with the Director of Outreach and Volunteer Services to raise awareness about children and youth experiencing homelessness locally and nationally by:

* Identifying opportunities to present HCEF Outreach events and assist with scheduling, coordinating and producing
  + Conscious Caring Curriculum - Elementary –
  + Hope through Creativity - High School – April 2017
  + Homeless Children's Awareness Week, October 15 - 21
  + Stand Up for Homeless Children Performance Art Installations -
* Communicating and building relationships with students, staff and faculty at Allegheny County schools and universities.
* Interacting with the business community
* Researching and analyzing outreach efforts
* Building and maintaining pertinent data bases
* Recruiting volunteers to engage with Outreach

**Qualifications**

* Student best suited for this internship are interested in: Public Relations, Communications, Sociology, Education
* Intern should be ready to commit to **15** **hours** per week.

This internship is unpaid, but college credit is available.

All interested candidates should email a resume and cover letter to Susy Robison srobison@homelessfund.org

**Homeless Children’s Education Fund**

**1901 Centre Ave, Pittsburgh, PA 15219 412.562.0154** [**www.homelessfund.org**](http://www.homelessfund.org)