



Internship Announcement: Outreach Intern

About Walk San Francisco:

Walk San Francisco's mission is to make walking in San Francisco safe, so that our community is healthier and more livable. We work with our members, community-based organizations, residents, City agencies, elected officials, and businesses to improve streets and public spaces for everyone to enjoy. Along with our partners, Walk SF launched one of the nation's first Vision Zero campaigns to eliminate severe and fatal traffic crashes in San Francisco by 2024. Walk SF also made San Francisco the first major city in California to create 15-mile-per-hour school zones around 181 schools, and we also launched the nation's first Walk to Work Day. Find out more at walksf.org.

Position Overview:

The 20th Anniversary Outreach Intern will focus on supporting Walk SF's marketing, events and communication efforts in honor of its 20th Anniversary year. The Outreach Intern will lead multiple communications efforts and supporter membership and event needs to support Walk SF's mission to make walking in San Francisco safe and inviting, so that our community is healthier and more livable.

Principal responsibilities include, but are not limited to:

Marketing and Communications

- Research, create, and edit written and visual content related to Walk SF's 20th Anniversary for digital and print publication, including blog and social media posts, newsletters, web copy, and occasional presentations, press releases, and infographics.
- Support and coordinate Walk SF events, including large, public events and smaller member, volunteer, and partner events, together with Walk SF staff, volunteers, and board members. Events could include monthly walks, cocktail parties, member appreciation events, etc.

Membership and Development

- Support campaigns and staff outreach activities to engage Walk SF constituents to meet membership and advocacy goals.
- Manage member and volunteer data to track event and fundraising participation and steward members

Required Qualifications and Skills:

- Excellent writing skills
- Social media savvy
- Strong interpersonal communication
- Thrives in a fast-paced environment



- Strong attention to detail
- Proactive, flexible, and creative attitude
- Proficiency in computer skills including Google Suite and Microsoft Office
- Commitment to Walk SF's mission

Preferred Qualifications and Skills:

- Experience supporting and coordinating events
- Non-profit experience
- Experience with Adobe Suite

Internship Details:

8 hours per week commitment required for three months starting in early April. These hours will mainly be from Monday to Friday between 9am-6pm, with occasional, infrequent evenings and weekends. This internship will receive a \$500 stipend upon completion of the 3-month internship. Interns may be invited to continue an additional 3-month cycle until to December 2018.

How to Apply

Please send cover letter, resume, and writing sample to brian@walksf.org, Subject: 20th Anniversary Internship. Applications will be accepted on a rolling basis.

Walk San Francisco encourages applications from members of historically underrepresented racial/ethnic groups, women, people with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a San Francisco that is safe for all people. We provide a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices