Angels Unawares

Community Programs & Outreach Intern

Loyola Marymount University | Summer 2027 Community Internship Program

Organization: Angels Unawares
Website: https://angelsunawaresnonprofit.org
Position Title: Community Programs & Outreach Intern
Internship Duration: 8 weeks, Summer 2027
Hours: 240 total hours (approximately 30 hours per week)
Compensation: Student stipend provided by Loyola Marymount University
Location: To be confirmed by host organization
Reports To: Designated Angels Unawares Supervisor

About Angels Unawares

Angels Unawares is a community-focused nonprofit organization dedicated to uplifting youth, seniors, and individuals experiencing hardship. Through compassionate service, educational opportunities, community outreach, and practical assistance, the organization works to empower individuals and families while strengthening communities.

Its programs include Angels for Youth, Angels for Seniors, and Angels for Hope, which address educational enrichment, senior support, and assistance for individuals facing adversity.

Position Summary

The Community Programs & Outreach Intern will gain hands-on experience in nonprofit management, community engagement, and program development while supporting the mission of Angels Unawares.

Working alongside organizational leadership and staff, the intern will assist with coordinating community programs, developing outreach initiatives, strengthening partnerships, and supporting activities that serve youth, seniors, and families.

This internship offers an opportunity to understand how grassroots nonprofit organizations identify community needs, mobilize resources, and implement programs that improve the quality of life for underserved populations.

Key Responsibilities

1. Community Outreach & Engagement

- Assist with outreach to community members, schools, local businesses, and partner organizations.
- Support recruitment and engagement of volunteers and program participants.
- Develop informational materials, flyers, and community announcements.
- Participate in community events and resource distribution activities.

2. Program Development & Coordination

- Assist with planning and implementing activities associated with Angels for Youth, Angels for Seniors, and Angels for Hope.
- Research community needs and identify potential opportunities for program expansion.
- Help coordinate educational workshops, resource events, and community activities.
- Support program scheduling, logistics, and participant communication.

3. Nonprofit Administration & Research

- Research potential funding opportunities, grants, and community partnerships.
- Assist with organizing program records and tracking activities.
- Support preparation of reports, presentations, and program materials.
- Learn about nonprofit operations, community-based fundraising, and organizational sustainability.

4. Communications & Storytelling

- Assist with developing social media content and outreach campaigns.
- Help document program activities and community impact.
- Support newsletters, website content, and promotional materials.
- Develop stories highlighting organizational programs and accomplishments, with appropriate consent and privacy protections.

5. Special Project

- Work with the designated supervisor to develop a project addressing an identified organizational need.
- Present recommendations and project outcomes to organizational leadership at the conclusion of the internship.

Qualifications

- Currently enrolled as an undergraduate student at Loyola Marymount University.
- Interest in nonprofit organizations, community development, sociology, psychology, public health, communications, or related fields.
- Strong written and verbal communication skills.
- Ability to work collaboratively with individuals from diverse backgrounds.
- Organizational skills, initiative, and willingness to learn.

- Familiarity with Microsoft Office, Google Workspace, or social media platforms is helpful.
- Previous nonprofit or volunteer experience is welcome but not required.

Learning Objectives

By the conclusion of the internship, students will be able to:

1. Explain how community-based nonprofit organizations develop and deliver services.
2. Apply principles of community engagement and culturally responsive communication.
3. Demonstrate skills in program planning, outreach, and project coordination.
4. Identify strategies for building sustainable community partnerships.
5. Evaluate organizational activities and communicate program outcomes.
6. Connect classroom concepts involving social inequality, community development, and nonprofit leadership to professional practice.

Potential Internship Deliverables

Depending on organizational priorities, the intern may complete:

- A community outreach and engagement plan.
- A directory of prospective community partners and resources.
- A program activity or community event.
- A collection of communications and promotional materials.
- A final project report and presentation with recommendations for future programming.

Supervision and Professional Development

Angels Unawares will designate a supervisor to provide guidance, meaningful assignments, regular feedback, and professional mentorship.

The internship should include opportunities to observe nonprofit leadership, participate in organizational activities, and develop transferable professional skills.