



GlamourGals is seeking a college student to join our team as a Nonprofit Operations Intern for Fall 2022. Our Operations intern will assist our national team with grassroots outreach, recruitment, grant research, and will help manage our day-to-day operations as a small nonprofit.

Projects may include:

- Creating marketing materials and/or designing mailings that will go out to volunteers
- Writing and helping to implement the GlamourGals curriculum
- Evaluating and rewriting program materials
- Monitoring chapter information
- Planning and marketing of GlamourGals events
- Actively working with the Event Coordinator in coordinating all supplies and services and planning for GlamourGals events
- Monitoring registration for GlamourGals events
- Writing media press releases
- Writing and posting on social media
- Photographing and/or filming GlamourGals events and makeovers
- Editing GlamourGals videos and media
- Other duties and responsibilities as assigned

The ideal candidate has an interest in the nonprofit sector, and has experience in Excel and G-Suite, as well as excellent communication skills (including email writing, speaking, and telephone etiquette), attention to detail, and organizational skills. We are looking for a self-starter who has a willingness to learn and a can-do positive attitude.

Experience with nonprofit work, volunteer management, and grant writing/research is a plus.

Duration: Fall 2022

GG offers our interns:

Mentorship and support from the GlamourGals team

Opportunities to connect with and meet professionals

Business and nonprofit knowledge

Opportunities to participate in research, discussions, and implementation of programming strategies

Professional development

GlamourGals is a 501(c)(3) nonprofit whose mission is to inspire and organize teen volunteers to provide ongoing companionship and complimentary beauty makeovers to women living in senior homes. Our volunteers build a deeper sense of community. They enact local change, creating confidence in their ability to make a difference. Through mentorship, training, and our leadership curriculum, the GlamourGals National team supports the personal and professional development of our volunteers.

To apply, submit your resume and cover letter to [Amanda@glamourgals.org](mailto:Amanda@glamourgals.org). Please indicate in the subject of the email that you are applying for the GG Operations Internship.