



YAH Community Engagement Intern

Young Audiences, Inc. of Houston, a Texas nonprofit corporation founded in 1956, is an independent chapter of Young Audiences, Inc., the nation's leading arts-in-education nonprofit organization, and first organization to be awarded the National Medal of Arts. Now in its 70th year, Young Audiences of Houston implements over 2,800 programs each year with 192 talented artists that reach over 280,000 students and teachers annually at schools, libraries, community centers, and hospitals.

Flexible schedule (hybrid), 10-15 hours per week; (6) weeks; \$16 per hour

To Apply: Send your resume, cover letter, and (3) references to: yahou@yahouston.org

Reports to: Program Coordinator

The responsibilities of this position include:

Outreach and Communications:

- Develop and distribute communications and marketing materials for organization, including general communication, program flyers, and social media posts
- Solicit organizational in-kind contributions as needed for events and activities
- Attend weekend activities as needed, collect contact information from guests and input in tracking sheet for growing the communications list
- Assist with YAH volunteer activities and communication, including recruitment and summer youth mentors

Programs and Services:

- Attend and serve as community representative at public events and programs building awareness for the organization
- Maintain and increase community relationships and programs
- Document programs, artist evaluation, and feedback
- Learn to create stakeholder evaluation and impact reports

Administration:

- Create contact lists spreadsheets of schools and site partners
- Organize data and convert into visual aid
- Work with program staff to ensure program content is updated and accurate
- Other duties as assigned

Key Qualifications:

- Passionate about the arts and educating youth
- Strong verbal and written communication skills
- Independent and self-sufficient learner
- Must have a vehicle to travel to and from programs
- Some Microsoft Office knowledge
- Tech savvy is a plus

Young Audiences, Inc. of Houston
675 Bering Drive, Suite 300, Houston, TX 77057