



Content Creator & Storytelling Intern

Location: Hybrid Remote/Burlington, Vermont **Hours:** 150h Total, May - August, 2023
Avg. 10-15hrs/wk

Reports to: Development Director **Type:** Temporary, Part-Time, Non-Exempt
\$20/hr

ORGANIZATIONAL BACKGROUND

[MENTOR Vermont](#) is a statewide non-profit organization that provides funding, resources, and support to youth mentoring programs across Vermont so they can meet the needs of young people in their communities. MENTOR Vermont is an Affiliate member of [MENTOR: National](#), a national network of organizations invested in high quality mentoring relationships and closing the mentoring gap.

At MENTOR Vermont, we are a highly collaborative and tight-knit team. We are encouraging, supportive and believe in work-life balance. We value the whole person that each of us bring to work each day. We are continuous learners and push each other to think creatively. We hold each other accountable. We celebrate, play, and laugh (a lot!). We are motivated and inspired by youth voice. We are committed to growing mentoring opportunities for Vermont youth and supporting mentoring programs to make that a reality. We are looking to expand our team to further our reach and make a bigger impact... join us!

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

MENTOR Vermont is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. MENTOR Vermont is committed to fostering an environment of diversity and inclusion for all. We embrace our differences and celebrate our common humanity in advancing awareness of the need for equity and the transformative power of supportive relationships for young people. We believe that varied perspectives, experiences, and opinions are central assets in our vision of every young person in Vermont having the supportive mentoring relationships to grow and thrive. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities and candidates with youth perspective to apply.

ABOUT THE POSITION:

MENTOR Vermont seeks a part-time intern to join the team, supporting marketing, communications, community relations, and advocacy work. The Content Creator & Storytelling Intern will interview, collect, curate, produce, and edit stories across media formats to tell the story of mentoring in Vermont. The MENTOR Vermont team is highly collaborative, and this role will work with each member of the organization and report to the Development Director. This position is an in-house content developer who will use storytelling to elevate the mentoring movement, elevate MENTOR Vermont as an organization, and elevate youth voice by:

- Primarily connecting with youth and mentors to gather their experiences via various mediums (written, oral, video, audio, artistic expression, etc.). The intern may connect with program coordinators and community leaders to supplement storytelling, if needed.



- Promoting Vermont's approximately 35 youth mentoring agencies with internal and external audiences.
- Showing MENTOR Vermont's position as thought leaders in the field.

As a team member of MENTOR Vermont and part of the national MENTOR Affiliate network, the Content Creator & Storytelling Intern will play a valuable role in State mentoring initiatives. This may include attending committee meetings, local youth-centric events, and minor travel within Vermont.

PRINCIPAL RESPONSIBILITIES

Story Collection

- Curate, grow, and lead MENTOR Vermont's storytelling repository, an online hub for collecting real-life, diverse mentoring stories. Support staff in utilizing and maximizing the tool.
- Conduct brief interviews within the field, both virtually and in-person, to capture testimony and stories with a focus on elevating youth voices.
- Collaborate with the MENTOR Vermont team regularly to review content performance and recommend ways to increase reach and engagement.

Writing and Content Production

- Create written pieces that are consistently brand appropriate with key messaging and impact storytelling, ensuring inclusivity and equity. This content will be focused on:
 - Impact and implementation of MENTOR Vermont's expertise and resources, including how mentoring programs are using and learning from them.
 - Local leadership and impact of Vermont mentoring programs across the state.
 - MENTOR Vermont's public events, training, and thought leadership.
- Work with the Training & Support Director as well as mentoring agencies to identify and elevate examples of youth leadership and voice.
- Write or produce stories, video scripts, interviews, and other copy for MENTOR Vermont.
- Support MENTOR Vermont's marketing and communications efforts with other writing projects and social media content as necessary.
- Support fundraising and development efforts with other writing projects as necessary.

A SUCCESSFUL CANDIDATE WILL POSSESS

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We take your unique strengths and qualities into consideration.

Desired Experience & Skills

- Belief in the power of mentoring
- Strong written & verbal communication skills
- Ability to work independently and as part of a team
- Comfortable conversing with new people across a diversity of stakeholders and partners via phone, Zoom, and in-person
- Laser focus attention to detail



- Reliable, dependable
- Working knowledge of Microsoft Suite, Google Suite, Canva, Instagram, Facebook, Twitter, Youtube, and LinkedIn
- Ability to quickly learn new software systems and communication platforms
- Fluent with using assets-based versus deficit-based language and framing.
- Excellent at building and maintaining genuine relationships with community members.
- Self-driven and able to effectively collaborate with others

Values

- Passionate toward elevating youth voice and the positive impacts of youth mentoring.
- An unwavering commitment to diversity, equity, & inclusion, and an eagerness to challenge MENTOR Vermont to continue to grow, improve, and sustain change in this area.
- Desire to work with a passionate, fun and collaborative team, striving to ensure youth in Vermont have the supportive mentoring relationships they need to thrive.
- Alignment with MENTOR Vermont's core values, and a commitment to embodying those values.

COMPENSATION

- The compensation for this position is \$20/hour for up to 150 hours from May through August 2023.

REQUIREMENTS:

- This is a part-time position based in Burlington, Vermont. The MENTOR Vermont team currently works with a hybrid model of both remote work and in-person work in our Burlington office. Applicants should be within a commutable distance to Burlington, Vermont, and expect to occasionally travel to the Burlington office as needed, though the majority of work will be completed remotely. *(MENTOR Vermont will provide financial compensation at government suggested rate for all necessary travel in addition to the hourly pay rate.)*
- Employees working remotely must have access to a smartphone and computer, with adequate internet to achieve the functions of their job. *(MENTOR Vermont will provide access to storage and digital tools.)*
- MENTOR Vermont requires all employees to be fully vaccinated against COVID-19. Reasonable accommodations will be considered.

TO APPLY:

Submit a resume and letter of interest to jobs@mentorvt.org by **April 14, 2023**. Within your letter of interest, please respond to the following question: What does mentoring mean to you?

MENTOR Vermont is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.