



Volunteer & Internship Opportunities

South Lansing Community Development Association
www.southlansing.org

Write/Edit/Design (Ongoing)

- Write engaging news articles that tell the story of our agency (programs, impacts, events, personal profiles) and the community we serve. Provide content for DM/SM to share on agency and external sites.
- Monitor a variety of sources to track issues that affect our constituents (new business, community resources, community events, human interest...), and report on them. May involve personal interviews.
- Design and publish weekly South Lansing e-newsletter and bi-annual 8 page printed newsletter.
- Work with staff to design press releases, educational materials, event flyers/posters, and annual report.

Digital Marketing & Social Media (Ongoing)

- Update our website, google calendar, and social media pages daily with content from staff and W/E/D.
- Share content to and from 60+ external social media sites and online community calendars. Forward leads for potential community stories to W/E/D.
- Provide guidance for updating our online marketing strategy to enhance brand awareness and increase audience reach. Boost posts as directed. Monitor analytics to track reach.

Public Health & Wellness (Ongoing)

- Teach local youth, adults, and families in a variety of settings about gardening, nutrition, healthy recipes, etc.
- Work with staff to secure venues, schedule classes, recruit participants, plan lessons, and conduct workshops.
- Show community members the connection between nutrition, exercise, and health outcomes.

Urban Agriculture (April- October)

- Assist Americorps Food Access Coordinator with all aspects of organic food production in our passive solar hoop house and community garden plots, from seed starting through harvest.
- May include structural maintenance and repair of the hoop house, as needed.
- Must be physically able to harvest and distribute produce to local food pantries and refugee communities.

Farmers Market (April – October)

- Assist Market Manager with planning, coordinating, and promoting our weekly farmers market (Thursdays 3-7).
- Includes recruiting, scheduling, and tracking vendors, volunteers, entertainers, and featured guests.
- Meticulous attention to detail required for financial transactions (credit card/EBT) and sales reports.
- Must be physically able to assist with set up and tear down canopies, tables, and chairs.

Fund Development (Ongoing)

- Research government/foundation grants and potential sponsors/donors.
- Monitor grant request and award timelines, maintain donor database, and track response status.
- Assist staff with compiling data, preparing grant proposals, writing donor appeals and thank you letters.

Outreach and Engagement (Ongoing, some evenings required)

- Represent SLCDA at neighborhood/community meetings, events, forums, workshops, etc., to promote agency programs and initiatives, distribute flyers or other materials, and recruit participants/volunteers.
- Gather feedback (interviews, surveys, etc.) about issues affecting the community.
- Must be culturally aware, courteous, and professional at all times.

Community/Economic Development (Ongoing)

- Work with staff to support grass-roots community organizing and redevelopment initiatives in targeted areas
- Analyze data and create reports on various community indicators e.g., food equity, poverty rates, health outcomes, land use, available resources, access to medical care.

Don't see what you're looking for? We'll help you customize an internship that's right for you.

For more information, call 517-374-5700 or email volunteer@southlansing.org