

### **Local Group Intern (location flexible)**

- Assist with Local Group events management on the 4word website calendar CommitChange, and weekly emails.
- Assist with execution of monthly Local Group Leader Newsletter and quarterly calls including setting up the call, distributing calendar invites, sending reminders, recording the call and sending recording as requested by Leaders.
- Assist with tracking Local Group Leader contact information and updating on a regular basis.
- Assist individual Local Groups in promoting their events through social media to promote attendance/awareness.
- Respond to general administrative requests from Local Group Leaders including sending registration lists for upcoming events, providing branding materials and documents.
- Update Leader Zone as needed with most current resources for Local Group Leaders.
- Assist Local Groups Assistant with Member Insider reporting as needed.
- Assist Director of Local Groups with updating onboarding videos for prospective Local Group Leaders.