



**Position Title:** Community Outreach Intern  
**Reports To:** Program Director  
**Standard Operating Hours:** Hours Vary; 20-30 hours/week  
**Status:** Hourly; Exempt

**Organization Overview:**

Progress OKC is a 501(c)(3) nonprofit Community Development Corporation created to support and revitalize Oklahoma City communities that have experienced significant disinvestment. Our mission is to strengthen and preserve the social and economic fabric in Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place and education.

Our vision: safe, healthy and economically vibrant neighborhoods where urban happiness is actualized. Our revitalization projects include affordable housing development, small business support, cultural and historic preservation, park renovations, more!

**Position Summary:**

Progress OKC is seeking a qualified Community Outreach Intern to collaborate with the Program Director and Capital Access Manager on increasing awareness, reach, and clientele of Progress OKC's programs in small business development, affordable housing, workforce development, advocacy and education. This position is an opportunity to work with community neighborhood organizations, entrepreneurs and small business owners collecting primary data and providing analysis to support internal operations. This may include researching, developing and providing resources for clients who are seeking resources to begin, professionalize, sustain, or expand their business concept to advance and promote entrepreneurship and economic opportunity in low- and moderate-income people and communities. As well as sharing information with neighborhood leaders and organizations regarding growth and development opportunities and challenges within our emerging neighborhoods and under-resourced communities.

This position is responsible for participating in the development of data collection tools, social media engagement, development and implementation of a marketing distribution strategy for POKC programs, attending community outreach events, assisting in capacity building, event planning, and organizing strategies.

**Essential Job Functions:**

- Work with a range of individuals, community partners, and individual stakeholders to further the mission of Progress OKC.
- Attend relevant meetings and community events, making presentations as required.
- Support creation of data files for collecting, storing and retrieving demographic and descriptive data for POKC programs and services.
- Engage with small business owners to promote our services and small business ecosystem (Capital Access Manager).
- Track entrepreneurs and small business owner's interaction in the OKC small biz ecosystem (Capital Access Manager).
- Scout and engage individuals and organizations that can add capacity to the service provider network.

- Support in creating, developing, and implementing a creative social marketing campaign to disseminate small business programs and other organization stakeholders across Oklahoma City.
- Monitor supplies of marketing materials and order as needed.
- Assist tracking, reporting and disseminating impact data utilizing multiple methods of communication (i.e. radio, print, social media, events, etc.).
- Assist in managing and growing Progress OKC's social media, Facebook and Instagram. Working knowledge of Canva and other graphic generating products is preferred.

**Additional Responsibilities:**

- Researching emerging community development trends and grant opportunities
- Creating a repository of contacts
- Following-up with assigned contacts
- Drafting presentations, graphics and press releases
- Developing a POKC Toolkit for Aspiring Home and Business Owners
- Accompanying staff to meetings
- Other assigned duties
- Provide staff assistance to the Progress OKC team as necessary.

**Required Skills and Abilities:**

- Desire to learn about local stakeholders, neighborhood and community-based economic development.
- Create rapport with diverse groups across the spectrum invested in community commerce and community-based economic development.
- Ability to support creation of data collection tools and instruments for tracking business development and community specific research.
- Acts with professionalism and possesses a customer-focused attitude/philosophy.
- Able to meet strict confidentiality guidelines while handling sensitive POKC data and other information.
- Proven attention to detail and ability to prioritize multiple tasks while meeting deadlines.
- Organized and efficient work habits.
- Strong written and verbal communication skills.
- Excellent computer skills including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint); Canva and basic Adobe Acrobat skills with ability to convert and combine files into a pdf document; and the ability to learn new technology and software quickly.
- Utilize abilities in problem identification, analysis, research, and resolution, using available resources to accomplish objectives and goals appropriate to the position.
- Ability to perform independently as well as in a team.
- Ability to work with and expedite the objectives and intentions of the Executive Director.

**Work Experience and Education Requirements:**

- Must be working towards a Bachelor's degree along with evidence of relevant continued professional development.



- Experience working with Excel data files.
- Diversity, equity and inclusion interest is required.
- Forward-thinking individual with high ethical standards and an appropriate professional image.

**Physical and/or Mental Requirements:**

- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- Ability to perform sedentary physical work requiring occasional lifting.
- Capable of operating in a stressful office environment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

Office environment. Occasional remote work. Moderate noise level. Moderate stress.

**To Apply For This Job:**

Interested candidates should submit a cover letter, resume, and list of three or more references, addressed to the Executive Director by USPS or email to [info@progressokc.org](mailto:info@progressokc.org). Please, no phone calls.