



Community Engagement & Support Volunteer Intern

Position: Community Engagement & Support Intern

Location: In-Person/Hybrid – San Francisco

Duration: August 13 – December 19, 2025

Hours: 6–8 Hours per week

Compensation: This is an unpaid internship; however, we offer reimbursement for transportation and meals during in-person office days. In recognition of your contributions, a modest year-end stipend will also be provided.

About Us

SFCLT is seeking people guided by the principles of anti-displacement and racial justice, with experience or interest in working with people from diverse socioeconomic and cultural backgrounds, and a passion for the organization's mission.

The Co-op Program Team educates residents on important topics, including water consumption, recycling and disposal, maintenance protocols, and cooperative development. Their goal is to build stronger, more informed communities through education and engagement.

Role Overview

We are seeking a dedicated **Community Engagement & Support Intern** to assist with resident outreach, event logistics, and technical support. This is an excellent opportunity for someone passionate about community work, sustainability, and cooperative development.

Key Responsibilities

- Assist with **door-to-door and phone outreach**—visiting residents, assessing needs, and delivering informational materials or gifts.
- Support the creation of **graphic materials** for workshops and events.
- Provide **IT support** during workshops (e.g., setting up presentations, troubleshooting minor tech issues).
- Help with **event logistics**, including carrying and setting up chairs, tables, food, and equipment.
- Participate in **community outreach initiatives**, such as vacancy-filling activities and cooperative development efforts.



- Assist in organizing and promoting events through social media, newsletter, and flyers.

Skills & Qualifications

- Interest in **community development, sustainability, and cooperative living**.
- Strong **communication and interpersonal skills** for engaging with residents.
- Basic **graphic design skills** (Canva, Adobe, or similar tools) preferred.
- Comfortable with **light physical tasks** (carrying chairs, tables, event materials).
- Familiarity with **IT support** (setting up projectors, troubleshooting Zoom, etc.) is a plus.
- Ability to work independently and in a team.
- Proficiency in **Spanish** preferred

What You'll Gain

- Hands-on experience in **community organizing and outreach**.
- Training in **cooperative housing education and sustainability**.
- Mentorship and networking opportunities.
- The opportunity to **make a direct impact** on local communities.

How to Apply

Interested candidates should submit:

1. Resume
2. A short cover letter explaining why they are interested in this role
3. [Optional: Portfolio of graphic design work or outreach experience]

Deadline to Apply: March 2nd at 5 pm.

Location: Must be able to commute to SF, one day a week at our office (Monday or Wednesday), and work may require evenings and weekends.

Send applications to: Mayerling Castillo at mcastillo@sfclt.org