

Outreach Intern (Hybrid)

Pro Bono Counseling is seeking a Summer Outreach Intern to facilitate outreach promotion of Pro Bono Counseling services and assist in the recruitment and retention of volunteer mental health providers.

The ideal candidate will have a high level of attention to detail, be comfortable with using technology to work remotely (including phone skills, video conferencing, and Microsoft Suite), be experienced in working with individuals from diverse cultural backgrounds, be committed to maintaining confidentiality, and approach their work through a social justice lens.

This is a hybrid position. Candidates must live within reasonable commuting distance of central Maryland. Day-to-day work may be performed from home or from an office in Baltimore City, and the incumbent may be expected to participate in in-person outreach, networking, and recruitment events. Most of the core functions of this position are fulfilled during the Monday through Friday daytime workweek with some outreach activities occurring during evenings/weekends.

About Pro Bono Counseling

Established in 1991, Pro Bono Counseling is a non-profit organization that provides access to mental health counseling to Marylanders with limited resources through a network of 900 volunteer licensed mental health providers. Every year over 2,000 Marylanders receive over 12,000 hours of free professional counseling from PBC volunteers.

Preferred Qualifications

- Strong organizational skills
- Community outreach and/or volunteer recruitment experience.
- Skills in using technology to work remotely including Microsoft Suite, video conferencing software.
- Ability to work autonomously.
- Dependable, motivated, and possess strong verbal and interpersonal skills.
- Ability to communicate effectively with people from diverse cultural and professional backgrounds.

Job Responsibilities

- Identify clinicians and group practices to target for volunteer recruitment
- Follow up with potential volunteer clinicians who have attended PBC events
- Write and Mail thank you cards for volunteer anniversaries
- Perform administrative tasks related to volunteer enrollment
- Conduct quality control for volunteer clinician database including identifying and addressing record omissions, lapsed licensures and liability insurance, and current contact information
- Other duties as assigned
- Provide all services in consultation with, and under the supervision of, the Outreach Manager

Compensation

This internship provides a stipend of \$900.

Other considerations

Must have access to a dedicated quiet work setting appropriate for both video and audio consultations.