



My Brother's Keeper (MBK) Denver - Action Table Intern

The Sims-Fayola Foundation, in partnership with the MBK Denver initiative, is seeking a passionate and highly motivated intern to support critical efforts in improving the lives of boys and young men of color (BYMC) in Denver. This internship offers a unique opportunity to gain valuable experience in non-profit management, community engagement, and program development within the framework of the MBK Denver Action Tables.

Internship Period: June 17, 2024 – August 17, 2024: 20 Hours/week

Responsibilities:

- **Action Table Recruitment:**
 - Work collaboratively with the CEO of the Sims-Fayola Foundation to identify and recruit individuals and organizations with a vested interest in supporting the six MBK milestones.
 - Develop and implement outreach strategies to attract a diverse range of members representing various sectors and industries within the Denver community (e.g., education, healthcare, business, criminal justice).
 - Assist with screening and onboarding recruited members for the six action tables.
- **Action Table Facilitation:**
 - Assist the CEO in identifying and training action table leads in results-based facilitation techniques to ensure productive and outcome-oriented discussions.
 - Develop and maintain a comprehensive meeting schedule and cadence for all six action tables.
 - Provide logistical support for action table meetings, including preparing agendas, distributing materials, and taking minutes.
- **Outreach and Communication:**
 - Develop engaging outreach materials (e.g., flyers, social media posts) to promote the MBK Denver initiative and action tables.
 - Assist with maintaining communication channels between action table leads, members, and the MBK Denver leadership team.
- **Policy Research:**
 - Conduct research to identify existing Colorado state and local policies and practices that create challenges for achieving the goals of the six MBK milestones.
 - Prepare reports summarizing research findings and potential policy recommendations to support BYMC's success.

Qualifications:

- Anyone in the Denver metro area as well as a currently enrolled undergraduate or graduate student with a demonstrated interest in social justice, community development, or a related field.
- Strong communication, interpersonal, and organizational skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with social media platforms a plus.
- A passion for youth development and improving the lives of BYMC in Denver.

Benefits:

- Gain valuable experience in non-profit management, community engagement, and program development.
- Work alongside dedicated professionals in the field of youth development.
- Make a positive impact on the lives of boys and young men of color in Denver.
- Potential for a stipend (depending on funding availability).

To Apply:

Please submit your resume, cover letter, and a writing sample (maximum 2 pages) demonstrating your research and writing skills to joy@sffoundation.org.

Subject Line: MBK Denver Action Table Intern

Application Deadline: June 1, 2024

The Sims-Fayola Foundation and MBK Denver are committed to diversity, equity, and inclusion. We welcome applications from all qualified individuals.