



## **Mosaic Forum Volunteer and Internship Opportunities**

### **Introduction-**

The Mosaic Forum is a community group that connects vulnerable residents to essential community resources. “Vulnerable” refers to communities of disadvantage as well as individuals lacking vital information for their well-being. The Mosaic Forum offers information, access, and the tools that empower residents to express their health and well-being needs. The Mosaic Forum Leadership team works closely with their partners, including nonprofit, for profit, and government health and community service providers, creating opportunities and avenues of access for residents.

The Mosaic Forum focuses on the social determinants of health, which include health, housing, education, income, residence, and language, when developing partnerships and community conversations. The Leadership team periodically identifies a new issue that may become a topic of a current community conversation or may necessitate the development of a new community program.

During community workshops, better known as “community conversations”, the Mosaic Forum provides a safe place where people tell their stories and express their need for help. By meeting them where they are, the Mosaic Forum encourages the use of appropriate and timely services.

There are numerous opportunities for volunteers to be a part of the many efforts of the Mosaic Forum in the diverse communities of the metropolitan Washington, DC area. As the Mosaic Forum continues expanding its partners and people participating in the community conversations, volunteers can join the Mosaic Forum Leadership and its partners in influencing the system of health care outcomes.

Join the Mosaic Forum team ensuring all communities connect with equal access to the services they need for maintaining a healthier life. Become a Mosaic Forum volunteer or intern.

#### **Volunteer/Internship Opportunities-**

##### **1. Program Development Assistant**

**Volunteer Reports to:**  
Executive Director (ED)

**Summary:**

Leadership team regularly develops new programs for different communities in the metropolitan Washington, DC area. The development process begins with the team hosting several meetings with partners to discuss issues pertinent to the community and finalizing the planning of the community event.

**Essential Duties and Responsibilities:**

Assists with coordinating, preparing, and closing on the meeting site • Provides meeting tools and supplies • Contributes to facilitating meeting • Capture events and meetings through photos and videos • Solely responsible for travel to attend meetings with ED.

**Requirements:**

Committed to working with vulnerable populations • Organized and detail-oriented • Ability to act quickly to address questions during community events • Bilingual fluency (Spanish/Farsi) is encouraged to apply.

**Training & Supervision:**

Attend an informational meeting with ED • Training and supervision conducted by ED.

**Evaluation:**

Volunteers will be evaluated after a 30-day period.

**Time Commitment:**

Staff meetings (1 hour per week) • Assigned duties (5-10 hours per week).

## 2. Community Resource Manual Developer

**Volunteer Reports to:**  
Executive Director (ED)

### **Summary:**

Many of the materials distributed by the Mosaic Forum are available on the Mosaic Forum website ([www.mosaicforum.org](http://www.mosaicforum.org)). The Community Resource Manual is intended to be a complete guide to regional resources regarding health and related social services including Mosaic Forum service partners. This database will increase the dissemination of valuable information to all residents.

### **Essential Duties and Responsibilities:**

Develop a workplan detailing the database/manual organization outline, including resource categories, services, target populations/communities, etc. • Coordinate distribution on the following platforms – Website, Social Media (Facebook/Instagram/Twitter/Pinterest/YouTube), Newsletter, Blog • Create original content for all platforms • Solely responsible for travel to attend meetings with ED.

### **Requirements:**

Committed to working with vulnerable populations • Ability to develop high-quality and creative content • Excellent editing skills • Organized and detail-oriented • Possesses a unique eye for selecting innovative/interesting graphics • High level of comfort with social media platforms and digital mediums • Bilingual fluency (Spanish/Farsi) is encouraged to apply.

### **Training & Supervision:**

Attend an informational meeting with ED • Training and supervision conducted by ED.

### **Evaluation:**

Volunteers will be evaluated after a 30-day period.

### **Time Commitment:**

Staff meetings (1 hour per week) • Assigned duties (5-10 hours per week).

### 3. Community Recorder

**Volunteer Reports to:**  
Executive Director (ED)

**Summary:**

With authorized access to community conversation attendees and clients/residents of our community partners, the volunteer will interview individuals about their backgrounds and life experiences for purposes of recording and uploading their personal stories to the Mosaic Forum website and other media platforms.

This position helps to reveal individual and community needs. Conversation is key to accessing the information clients/residents need. We begin by simply listening to the stories of community members who are often talked about, but rarely directly addressed. Their stories will help us answer their call to action, connecting people to information, ensuring equal access to services, and helping to develop a deep sense of community.

**Essential Duties and Responsibilities:**

Identify and confirm an individual's authorized access prior to initiating interviews

- Explain to the client/resident why their story is being recorded; how it will be recorded and disseminated
- Develop a list of questions that encourage conversation and reveal needs for a healthy, safe, and secure life
- Schedule interviews; arrange recording of interview; and obtain approval of completed interviews prior to publishing them on Mosaic Forum website/blog and social media
- Conduct interviews in a sensitive and respectful manner
- Maintain confidentiality for components of the story that interviewees do not wish to share publicly.
- Properly care for and utilize recording equipment provided by the Forum.

**Requirements:**

Committed to working with vulnerable populations • Must be kind, friendly, respectful, and non-judgmental • Must be an active listener • Detail-oriented and a self-starter • Quick to smile and find the humor in a challenging situation during the interview • Digital media skills preferred, or a willingness to learn • Solely responsible for travel to attend meetings with ED • Bilingual fluency (Spanish/Farsi) is encouraged to apply.

**Training & Supervision:**

Attend an informational meeting with ED • Training and supervision conducted by ED.

**Evaluation:**

Volunteers will be evaluated after a 30-day period.

**Time Commitment:**

Staff meetings (1 hour per week) • Identify, record, publish stories (5-10 hours per week) • Other assigned duties (5-10 hours per week).

#### 4. Communications Associate

**Volunteer Reports to:**  
Executive Director (ED)

**Summary:**

The Mosaic Forum seeks to establish its reputation as a strategic connector for community residents and the organizations that serve them. Our community conversations bring exposure to resources, showcasing previously unknown or underutilized options to those in need. This position will assist the Leadership to build, sustain and grow the organization's regional presence among vulnerable communities and key stakeholders. Specifically, the organization strives for raising awareness of the organization; creating energy around Forum-hosted events; and coordinating unique opportunities to share the message and work of the organization.

**Essential Duties and Responsibilities:**

- Develop a marketing plan detailing the goals, audience and frequency of external communications on the following platforms – Website, Social Media (Facebook/Instagram/Twitter/Pinterest/YouTube), Newsletter, Blog
- Collect and upload testimonials to the website
- Assist with general website updates and maintenance
- Create original content for all platforms
- Secure guest writers for Forum blog
- Manage social media platforms
- Prepare media kits for distribution to key stakeholders
- Work with partner agencies to co-market events
- Capture events and meetings through photos and videos
- Create email marketing campaigns
- Monitor the Forum's general email account, replying professionally, thoughtfully and promptly to all inquiries.

**Requirements:**

Committed to working with vulnerable populations • Ability to quickly develop authentic high-quality and creative content • Exceptional editing skills • Organized and detail-oriented • Possesses a unique eye for selecting innovative/interesting graphics • High level of comfort with social media platforms and digital mediums • Bilingual fluency (Spanish/Farsi) encouraged to apply.

**Training & Supervision:**

Attend an informational meeting with ED • Training and supervision conducted by ED.

**Evaluation:**

Volunteers will be evaluated after a 30-day period.

**Time Commitment:**

Staff meetings (1 hour per week) • Assigned duties (5-10 hours per week).

***For More Information:***

If you have any questions regarding these opportunities or would like to know more about the Mosaic Forum, you may contact Jane Morrison, Executive Director/Founder, [jmorrison@mosaicforum.org](mailto:jmorrison@mosaicforum.org).