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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: Vikara Village®
Address: 6930 Carroll Avenue, Suite 610, Takoma Park, MD 20912
Website: www.vikaravillage.org
Organization Description
Vikara Village uses the communal spirit of mind-body practices, like movement and the arts, to empower individuals to reach their full potential. Our vision is to build more resilient citizens.*
To us, this means youth graduate from high school, go on to enroll in college or a skilled trade and have lasting connections with trusted adults. We want everyone to have stable and healthy home lives and be valuable members of their community.

Our core values are the foundation of how we work with each other and those we serve:

- Community: We are an inclusive, welcoming and safe environment.
- Empowerment: We empower ourselves and others to be engaged citizens by encouraging honesty, exploration and self-awareness.
- Compassion: We respond to ourselves and others with conscious understanding and concern.
- Integrity: We always do what we say with awareness of how our words and actions impact the world.

Position Logistics

Start and End Date: Flexible, but early June - August
Hours per Week: 20
Number of Weeks: 10
Expected Daily Hours: Our staff works 9-5, Monday through Friday. Ideally meetings would take place during those hours but the intern is welcome to complete their work asynchronously.
Important Availability Dates: N/A
Location: Remotely *The day-to-day work is remote. However, we do have events, which interns are invited to attend or help run. It is not a requirement.

Position Information

Core Technical Skill Set:

- **Marketing** - includes physical material development, brand strategizing, website editing, and search engine optimization
- **Communications** - includes writing, copy editing, and public speaking

General Duties and Responsibilities:

- Reach out to local businesses, general public and donors with the message about Vikara Village®'s mission and vision to grow our community and brand awareness
- Develop communication materials for stakeholders
- Assist in the execution of Vikara Village®'s marketing and development strategy, including adhering to our annual calendar and implementing marketing and fundraising campaigns. This may include working closely with other team members, consultant teams and other volunteers
- Collaborating with staff and volunteers on new ideas, directions, and venues for marketing and communications and fundraising

Specific Deliverable(s):

- We would need the intern to create all collateral for the specific campaigns, including: impact statements, call to action statements, promotional emails, project plan for emails and social media posts to be sent, help with design of theme graphics for the campaign with accompanying text copy. In addition, the intern may research and connect with donor and corporate sponsor prospects to help ensure the success of the campaign.

Qualifications:

- Strong skills to communicate effectively and diplomatically, both verbally and in writing, with various stakeholders
- Must also have exemplary skills and knowledge in the following areas:
    - Proven ability to organize assignments and tasks with competing priorities and deadlines
    - Ability to act upon the broad goals of the organization and understand their implications for your goals and tasks
    - Ability to work independently and as part of a team and take initiative
- Understanding of or ability to quickly gain an understanding of Vikara Village®'s culture and mission.
- Adaptable and flexible.
- Analytical skills to research and present information and data in formats as appropriate
- Proficient in common computer application programs, including Slack, Google Workspace (Gmail, Google Drive, Google Calendar, etc)
- Ability to use high-level discretion and maintain a high-level of confidentiality

Preferences:

- An understanding of mental health and mind-body practices as a tool for healing.

- Awareness of available tools and platforms in the social media space (Instagram, Facebook, Twitter, TikTok, Snapchat, etc)

Physical Demands of Position: N/A