



Volunteer Coordinator Intern

Organization: ASU SolarSPELL Initiative (Solar Powered Educational Learning Library)

Location: Tempe and/or Remote

Type: Unpaid or for credit | ~10 hours/week

Eligibility: Open to all students and universities; international students welcome. (Counts as on-campus experience for ASU students—**no OPT/CPT required.**)

Application Deadline: July 31, 2025

Applications will be reviewed weekly on a rolling basis until the position is filled.

Start Date: August 21, 2025

About the Internship

Are you an organized, outgoing student who's passionate about building community, supporting your peers, and amplifying meaningful work? The ASU SolarSPELL Initiative is seeking a motivated Student Engagement Intern to support the engagement, coordination, and celebration of our diverse team of student interns and plan various volunteer events through the semester.

In this brand-new role, you'll work closely with SolarSPELL's Student Engagement Coordinator to strengthen the SolarSPELL intern experience and promote our mission across campus. This is a great opportunity for students interested in event planning, communications, peer mentorship, or nonprofit work to gain hands-on experience while supporting a global educational initiative.

About SolarSPELL

SolarSPELL (Solar Powered Educational Learning Library) is a global educational initiative based at ASU. We create offline, solar-powered digital libraries designed for areas with little to no access to electricity or internet. Our libraries provide a WiFi hotspot that enables free access to curated educational resources via any smartphone, tablet, or laptop.

- Learn more: <http://solarspell.org>

Responsibilities

- Attend new student orientation and participate in end-of-semester presentation
- Help plan and execute student engagement events, workshops, and socials throughout the semester
- Help plan and execute volunteer events open to the public throughout the semester
- Assist with tabling, outreach, and recruitment activities to raise awareness of SolarSPELL and its internship opportunities
- Support the coordination of weekly student meetings, including agenda prep, attendance tracking, and follow-ups
- Design and coordinate professional development opportunities for SolarSPELLs volunteers and interns
- Assist with logistics for onboarding, training, and end-of-semester presentations
- Gather feedback from interns and contribute ideas for enhancing the SolarSPELL intern experience
- Collaborate with other SolarSPELL teams to highlight student work through internal and external channels
- Brainstorm new events and volunteer engagement strategies for the future

Ideal Candidate

- Background or education in nonprofit leadership and management a plus
- Friendly, welcoming, and enjoys bringing people together
- Organized, reliable, and comfortable managing logistics and communications
- Interested in event planning, community building, or student development
- Excellent written and verbal communication skills
- Team player who works well collaboratively
- Detail-oriented, dependable, and driven by a strong work ethic
- Globally minded and eager to support communities around the world

How to Apply

- Submit your application here: bit.ly/intern-SPeLL-FA25
- Upload a **resume and cover letter in PDF format** using the naming convention: [LastName_FirstName_DesiredPosition]

For questions, contact SolarSPELL's Student Engagement Coordinator, Cassie Barrett, at cbarre38@asu.edu