



## **INTERNSHIP OPPORTUNITIES**

### **Our Work Environment**

Professional, yet fun, with supportive coworkers who are passionate about carrying out the mission of the Community Foundation to strengthen the Wabash Valley Community.

### **Our Mission**

The Mission of the Wabash Valley Community Foundation is engaging people, building resources and enriching lives.

### **How We Carry Out Our Mission**

The Community Foundation connects people who care with causes that matter. We have one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors and enriching the quality of life within the Wabash Valley.

### **What We Stand For**

The Core Values of the Wabash Valley Community Foundation guide the decisions and actions of our staff. We commit ourselves to:

*Integrity* – We are honest and ethical in our approach. We value and respect all people and believe that building trust builds a better community.

*Collaboration* – We work strategically in partnership and provide leadership, when needed to achieve our vision.

*Transparency* – We communicate, both internally and externally, with candor, honesty and respect.

*Accountability* – We measure ourselves against the highest standards of philanthropy, stewardship and fiscal responsibility.

## The Internship Positions

**Internship Summary:** The Community Foundation offers three (3) paid summer internships for area college students. Working closely with the Community Foundation staff, the Interns become an extension of the staff. The internships being offered include the following:

- ❖ **Receptionist and Administrative Support** – This intern will serve as receptionist and greet those who call or come into the office. Additional duties including gift processing, filing papers and scanning documents, implementing record retention policy, reviewing and clipping newspaper articles, assisting with record keeping and attending Giving Circle meetings. This person must have a pleasant demeanor, both in person and on the telephone, and great attention to detail as accuracy is essential.
- ❖ **Public Relations and Marketing** - This intern will assist with the preparation of news releases for the various media outlets and/or the Community Foundation's print and electronic newsletters, implementing social media programs, drafting articles, conducting photographic and video graphical shoots, and preparing biographical histories documenting the Community Foundation's funds, donors, grants and activities. This person must have excellent grammar, interviewing and writing skills, with a preference for those experienced with photography and videography.
- ❖ **Giving Circle Support** – This intern will assist with the Giving Circles in one or more of our counties. Activities include preparing for and attending quarterly Giving Circle meetings and Steering Committee meetings, corresponding with members via email (meeting notices, reminders, etc.), tracking payments, and scheduling and attending check awards. This person must be organized, able to manage spreadsheets and explain how the Giving Circle operates. Attention to detail is essential.

Work hours are generally Monday through Friday from 8:30 AM to 4:30 PM, except for Giving Circle quarterly meetings which are in the evening. The hourly rate ranges from \$12 to \$15 per hour based on skills and academic year in school.

### Qualifications

- A college student enrolled in an Indiana institution pursuing an undergraduate or graduate degree.
- Strong written and oral communication skills. Ability follow instructions, proof your own work and be a self-starter who likes to keep busy.
- Desire to be a team player.

- Knowledge and experience in Microsoft Office Suite, Google Workspace, WordPress and social media platforms. Must possess the ability to adapt to new technology.

## **How to Apply**

To confidentially apply, submit a current resume and letter of introduction to [beth@wvcf.org](mailto:beth@wvcf.org).

For more information about the Wabash Valley Community Foundation, visit: [www.wvcf.org](http://www.wvcf.org).