

Internship Opportunity

The Community Outreach
225 E 11th St, STE 200 – Sioux Falls, SD 57104

Internship Objective:

Intern will gain experience in the non-profit sector in the areas of event planning, volunteer management, fundraising, and programming. The ministry will receive assistance in completing important objectives.

Primary Responsibilities: To work with and support Ministry staff as an unpaid intern. The candidate will partner with Ministry staff in the completion of a variety of projects they have been assigned. These assignments will primarily require interactions with Ministry staff, but will periodically also involve contacts with Board members, donors, and other volunteers. Examples of these initiatives are listed below.

Minimum Time Requirement:

- While we have quite a bit of flexibility on the actual hours per week and length of the internship. To ensure sufficient time to learn the assignment and make a productive impact, we expect the intern will provide no less than 6 hours per week over a 3 month period.
- Ministry hours are from 8:00 to 4:00 Monday thru Friday ... and it is assumed that the majority of the intern's hours will take place during this time frame.

Minimum Experience Requirements:

Work place or class room experiences that evidence the following skills:

- Hardworking, independent, and motivated to help others;
- Strong oral and written communication skills;
- Able to take a project or work assignment from a concept level and design/implement it with some guidance and support from Ministry Staff; and
- Proficient in the use of MS Office applications: Outlook, Word, Excel, and Access

Additional Skills Valued:

- Organizing or implementing fund raising events
- Advanced knowledge of Microsoft Access
- Graphic Design
- Website Design and Content Management

Potential Projects:

Initiatives will vary based on the gifts of the intern and Ministry priorities, but may include:

- Assisting in organizing and implementing a fundraising event;
- Brainstorming, developing, and implementing improvements to our Genesis volunteer Mentor program;
- Coordinating development mailings;
- Posting updates to the Website, Facebook, and Twitter;
- Internet site content and navigation updates;
- Restructuring MS Access based database; or
- Other ministry development and support functions.

If interested, contact Gary Helder, Executive Director (605) 331-3935 or gary@thecommunityoutreach.org

To learn more about our ministry, go to our website at <http://thecommunityoutreach.org/>