

## Development and Non-profit Management Intern (January/February – May 2019)

WorldOregon is seeking an intern to support the Development department by performing a variety of duties. This department is responsible for the coordination of all aspects of membership and donor relations at WorldOregon and is ideal for someone looking to gain real world experience in non-profit management. In addition to becoming familiar with non-profit membership processes, the intern will have opportunities to develop their research, writing, and event planning skills. This intern will primarily report to the *Development Manager*.

### Primary Responsibilities

- Support the Development and Executive departments
- Respond to member inquiries and requests for assistance
- Maintain membership materials and membership packages
- Play an integral role in membership renewal processes
- Contact members via phone and/or e-mail for event invitations and to request new contact information; make appropriate database updates
- Research best practices for membership maintenance and advancement
- Other administrative duties and special projects as assigned
- Work with WorldOregon staff on event logistics including program schedule, auction and registration systems for the annual fundraiser, WorldQuest, held on May 10, 2019.

### Qualifications

Preference is given to persons who are studying or have studied in the areas of Nonprofit Management, International Affairs, Political Science, Business, or a related field.

- Sharp attention to detail and strong problem-solving skills
- Patient, flexible and independent worker
- Creative, positive, friendly, and professional
- Proficiency in the Microsoft Suite
- Strong communication and interpersonal skills
- Experience working with databases strongly preferred
- Event planning experience a plus

*Must be a US citizen, Legal Permanent Resident, or have a visa with authorization for the individual to work. For international students, curricular practical training (CPT) or optional practical training (OPT) paperwork is required prior to the start of the internship. Successful candidates will be selected contingent upon the results of a background check.*

### Benefits:

- Exposure to the daily working of a busy non-profit office environment
- Improve event planning, professional communication, and project management skills
- Sharpen administrative skills in a fun, dynamic office setting

### Compensation and Credit

All WorldOregon internships are unpaid. Interns are encouraged to attend monthly lectures and forums sponsored by WorldOregon. We require a minimum of 15 hours per week during the 9am-5pm workweek and a three-month commitment. Increased hours can lead to increased responsibility. Please arrange with your relevant university department contact to apply for and receive course credit.

**Application Instructions**

Please email a resume and cover letter to [volunteer@worldoregon.org](mailto:volunteer@worldoregon.org) with “Membership - Internship Application” as the subject line by December 31, 2018.