

## Everyday Miracles Summer 2023 internship!

We are seeking a dynamic self-starter to assist with the communications aspect of our organization. Our Internship Program will be an excellent opportunity for students currently studying in related fields to gain hands-on experience in the communication side of nonprofit and public health work. As an Everyday Miracles intern, you will get the opportunity to work directly with clients and further develop your knowledge of communications, women's health, public health, social work, and other related fields. **NOTE: This is an unpaid internship; if you are seeking this position for school credit, we will assist you in facilitating this.**

**Start Date: 06/05/2023 a flexible 12 week program working ~10 Hours a week. The intern must be available to work half of their hours in person at the location 1121 Jackson St NE, Suite 100, Minneapolis, MN 55413.**

### Qualifications:

- Have a special interest or specific study in a field related to our organization's work, including health communication, women's or public health, social work, and nonprofit development
- Currently an undergraduate student seeking a related degree
- Have a good working knowledge of Google programs (Gmail, Drive, Docs, Sheets, etc.); knowledge of Canva, Slack, Adobe Software, and Squarespace
- Have great written and verbal communication skills
- Have the ability to work within our culturally and socioeconomically diverse community
- Are self-motivated, organized, and detail-oriented, and have the ability to prioritize, multi-task, and meet deadlines

### Duties:

- Fundraising and event planning
- Organize and process donations and request sponsorships
- Social media, marketing, and assist in the organization's online presence
- Create, design, and develop graphics
- Call and survey clients-client callbacks
- General administrative office support and organization

### To apply:

- Please fill out the application: <https://www.tfaforms.com/5062857>
- OPTIONAL: Please add any marketing/design work/social media content you have created and send to [sara@everyday-miracles.org](mailto:sara@everyday-miracles.org)

### Contact Information:

- Sara Hildreth-Communications and Marketing Coordinator
- Sara@everyday-miracles.org