

# Wilder Interns

## Make an **impact**

451 Lexington Pkwy. N.  
Saint Paul, MN 55104  
651-280-2460  
volunteer@wilder.org



**Volunteer Position:** Volunteer Services & Outreach Intern

**Division:** Advancement

**Department:** Volunteer Services

**Volunteer Supervisor:** Paige Stein, Volunteer Services Manager

### **Overview of Internship Position:**

Provide important capacity-building support for Wilder Foundation's Volunteer Services! You can utilize your people skills and organizational abilities to help Wilder steward our volunteers and ensure they have the best possible experience. The Volunteer Services & Outreach Intern will assist with a variety of projects to support volunteer recruitment, onboarding, communications, and appreciation efforts. In particular, the intern will help coordinate volunteers for our annual fundraiser, Ordinary Magic. The ideal candidate will have strong customer service, great attention to detail, and the ability to work independently. This internship can be remote or onsite with COVID protocols in place and can be completed for school credit if desired.

### **Responsibilities:**

- Assist with volunteer coordination for Wilder's Ordinary Magic gala, including recruitment, training, onsite check-in, and evaluation.
- Support content creation for volunteer recruitment, outreach, and ongoing communications and newsletters, such as writing and sending materials.
- Research processes and procedures related to select volunteer management topics and present findings to the Volunteer Services Manager.
- Provide volunteer management database assistance, including data entry, clean-up projects, and document uploading.
- Options to co-deliver volunteer orientation to new volunteers, solicit volunteer feedback, and/or make recommendations for content additions and edits.
- Other Volunteer Services or event planning duties as time allows, to be determined based upon the intern's interests and skills.

### **Learning objectives:**

- Increase understanding of the core competencies of volunteer management and event planning.
- Learn about a nonprofit work environment.
- Learn about Wilder Foundation and our various divisions.
- Learn a new database.

- Network with Wilder's Advancement team and other staff.
- Increase practical skill with Microsoft Office products and communication abilities.

**Qualifications:**

- Current class standing of college sophomore or higher.
- Ability to interact with and assist people of varying backgrounds, cultures and identities, including race, ethnicity, class, sexual orientation, ability, gender, etc.
- Strong written communication and public-speaking abilities.
- Excellent organizational, time-management and problem-solving skills.
- Be proficient in Microsoft Office suite, including Word and Excel.
- Comfort learning new databases.
- Experience working with volunteers or serving as a volunteer is a plus.
- Familiarity with marketing and communications and/or event planning is helpful but not required.
- Complete a background check.

**Behavioral expectations:**

- Committed to following all COVID-19 guidelines (masks are required onsite).
- Strong customer service and interpersonal skills.
- Highly respectful of confidentiality.
- Ability to work independently.

**Schedule and location:**

- **Desired start date:** January 2023
- **End date:** May 2023
- **Days of the week:** Monday-Friday options
- **Hours per week:** 10-15 hours per week during daytime business hours of 8am to 5pm with occasional evening hours needed; must be available for Ordinary Magic on the evening of Thursday, May 4, 2023
- **Work site:** Wilder Center (451 Lexington Parkway North, St. Paul, MN 55104) and/or remote after initial training period

**Rate of compensation:**

- None; unpaid volunteer position.

**How to apply:**

- Please send your resume to Volunteer Services at [volunteer@wilder.org](mailto:volunteer@wilder.org) to apply.