

Wilder Interns

Make an impact

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Saint Paul, MN 55104
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volunteers@wilder.org



AMHERST H.
WILDER
FOUNDATION
Here for good.

Volunteer Position: Community Engagement Intern

Division: Advancement

Department: Volunteer Services

Volunteer Supervisor: Paige Stein, Volunteer Services Manager

Overview of Program and Volunteer 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 Community Engagement Intern will lead and assist with a variety of projects to support volunteer recruitment, onboarding, communications, and appreciation efforts. The ideal candidate will have strong customer service, superb attention to detail, the ability to work independently, and high-level data entry and database literacy. Experience working with volunteers, event planning, and/or creating marketing and communications content would also be beneficial. This internship can be remote or onsite with COVID protocols in place and can be completed for school credit if desired.

Wilder's Volunteer Services provides a central coordinating point for effective volunteer management within Wilder. Volunteer Services' role within the organization is to foster a high-level volunteer experience and support departments with their needs, including ongoing volunteers, skill-based or pro-bono volunteers, short-term volunteers, interns, and AmeriCorps members. We need your help to enrich our volunteer experience and build relationships with folks serving in these many roles.

Responsibilities include:

- Conduct ongoing volunteer recruitment, phone screenings, and paperwork collection in collaboration with the Volunteer Services Manager.
- 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.
- Provide volunteer management database assistance, including data entry, clean-up projects, and document uploading.
- Research processes and procedures related to select volunteer management topics and present findings to the Volunteer Services Manager.
- Option to co-deliver volunteer orientation to new volunteers, solicit volunteer feedback, and/or make recommendations for content additions and edits.

- Other Volunteer Services duties as time allows, to be determined based upon the intern's interests and skills, such as volunteer-engagement event planning or attending community or corporate recruitment fairs.

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 and the multiple steps necessary for maintenance.
- Network with Wilder's Advancement team and other staff.
- Increase practical skill with Microsoft Office products and communication abilities.

Qualifications needed:

- Must be 18 years of age or older.
- Current class standing of college sophomore or higher.
- Must be comfortable interacting with and assisting people of varying ages, abilities, economic, social, cultural, and ethnic backgrounds.
- Strong written communication and public-speaking abilities.
- Excellent organizational, time-management and problem-solving skills.
- Great attention to detail.
- Must be proficient in Microsoft Office suite, including Word and Excel.
- Comfort learning and navigating new databases.
- Experience working with volunteers or serving as a volunteer is a plus.
- Experience with marketing and communications and/or event planning is helpful but not required.
- Ability to meet Wilder Foundation's guidelines for acceptable background check.

Behavioral expectations:

- Committed to following all COVID-19 guidelines (masks and distancing are required onsite)
- Must adhere to all rules, policies and procedures of Amherst H. Wilder Foundation
- Strong customer service and interpersonal skills
- Highly respectful of confidentiality

- Dependable and punctual
- Ability to work independently

Schedule and location:

- **Desired start date:** January 2022
- **End date:** May 2022
- **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 12
- **Work site:** Wilder Center (451 Lexington Parkway North, St. Paul, MN 55104) or remote after initial training period

Rate of compensation:

- None; unpaid volunteer position.

How to apply:

- Please send your cover letter and resume to Volunteer Services at volunteers@wilder.org to apply.

