



NPH USA
Raising Children. Transforming Lives.

VOLUNTEER INTERN POSITION POSTING

Volunteer Position: Internship

Accountable To: Regional Director

Time Commitment: Interns are encouraged to work between 20 to 40 hours during a 9-12 week internship period, typically 2-4 hours a week.

Organization Overview:

NPH USA, formally "Friends of the Orphans," is dedicated to improving the lives of abandoned and disadvantaged children through financial support of the Nuestros Pequeños Hermanos (NPH, Spanish for "Our Little Brothers and Sisters") network of homes in Latin America and the Caribbean.

Founded in Minnesota in 1986 and incorporated as a national organization in 2006, NPH primary purpose is to receive charitable contributions for the NPH network of homes. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. It is through these earnings that NPH USA provides annual support to more than 3,200 children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Peru, and Nicaragua.

Internship Program Overview:

NPH USA offers internships at its Upper Midwest Office in Minneapolis, MN. The internship program is design to provide students with an opportunity to learn about the operations of a non-profit organization. Interns will play an important role in helping to build support for the mission of NPH and are encouraged to attend any fundraising events held during the internship period.

The Development Internship will provide students and graduates with experience in non-profit event fundraising through professional responsibilities. They will work closely with staff and volunteers to prepare for Celebrando a los Niños Gala, Cinco de Mayo 5K Run/Walk, Home Highlight Series and/or Child Sponsorship events.

Responsibilities include:

1. Provide support for Events
 - a. Contact potential venues and services
 - b. Reach out to local business for donations for the auctions
 - c. Generate marketing strategies for reaching out to potential guests
 - d. Prepare media releases, child biographies and materials for the events
2. Assist with the management of the Greater Giving and Salesforce databases
 - a. Enter and manage donor and donation data in Greater giving and Salesforce databases
 - b. Manage list of solicited businesses
3. Other tasks as assigned by supervisor

Desired Qualifications:

- Proficient understanding of Microsoft Office
- Excellent grammar skills
- Strong written and oral communication skills
- Ability to work proactively and independently
- Creativity and Flexibility

To Apply

Please send your cover letter and resume to: Stephanie Pommier, spommier@nphusa.org, NPH USA Upper Midwest Regional Office, 945 Broadway Street Suite 230, Minneapolis, MN 55413