

## Examples of Non-Profit Internships

### Titles Might Include:

- Grant Writer
- Development Intern
- Nonprofit Administration Intern
- Executive Intern

### Responsibilities Could Include:

#### Grants

- Conducting in-depth research on funding possibilities for program and initiatives.
- Contributing significantly to source identification, feasibility analysis, and the proposal drafting process.
- Assisting with development of program specific grant proposals.
- Performing grant writing, grant management, funding opportunity research, resource research.

#### Fundraising

- Working with the Executive Director, assisting with fundraising, producing events, analyzing strategic plans.
- Assisting with planning and implementation of fundraising events.
- Examples of marketing, fundraising, and event planning duties are researching donor prospects and granting organizations, attending strategic meetings, helping to plan benefits and distributing marketing materials.

#### Public Relations

- Other duties may include assisting with capital campaigns and general public relations.
- Communication tools — emails, newsletters, community presentations.

#### Companies Interns Have Worked For:

- RiverView Gardens
- United Way/VITA
- GoodWill
- Sustainable World Coalition

#### Skills Gained Include:

- Learning successful grant-writing techniques and gaining development cooperation.
- Learning about how a non-profit secures funding.
- Gaining an inside look at the day-to-day operations of a non-profit as well as the strategic decision making inherent in the responsibilities of an Executive Director.
- Making connections with business leaders in the community
- Increasing communication skills — written and oral.



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## Contact Us

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### Internship Coordinator

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## How to Find Internships

- Check the Journalism Department Internship website <https://uwosh.edu/journalism/internships/> or visit the bulletin board across from Sage 3003 or Sage 3408.
- Check Handshake, LinkedIn, Indeed and individual company websites.

**Interested in working with a minority-owned organization or business?**

Let us know! Be sure to note your interest in working with a minority-owned business in your Handshake profile, and inform the Internship Coordinator, and your faculty advisor.