



Missoula Nonprofit Center: Internship Position Available

Intern (10-12 hours per week, paid)

September – December 2019

The Missoula Nonprofit Center (MNC) is a membership-based resource center that connects local nonprofits to volunteers, resources, trainings, networking opportunities, and more. Our goal is to help Missoula nonprofits grow and flourish through the sharing of ideas, resources, expertise, and motivation. Since launching in March 2019, MNC has grown to 72 members from all areas of Missoula's vibrant nonprofit community and has a valuable working relationship with the University of Montana. MNC is a program of United Way of Missoula County.

MNC is seeking a highly motivated, self-disciplined intern to assist the Program Coordinator with duties including but not limited to website administration, social media, community outreach and promotion, membership management, and more. This internship provides students with experience in a "real world laboratory," allowing him or her to gain practical experience in the workplace while working with community leaders and helping out Missoula's invaluable nonprofits.

Key Responsibilities:

Specific duties include, but may not be limited to:

- Assisting the Program Coordinator with database management, event and workshop planning, member recruitment, and more
- Compiling the weekly newsletter and writing other member communications
- Producing content for social media platforms
- Developing new member benefits
- Staying up to date with nonprofit news and applying it to MNC's programs and communications,
- Conducting outreach to current members to gather updated information, collect membership fees, and ensure an up-to-date membership database.

Qualifications:

- Currently pursuing a Bachelor's or Master's degree
- Proficiency in Microsoft Office, Wix, and Constant Contact or other related databases
- Self-starter capable of working independently
- Strong attention to detail
- Excellent verbal and written communication skills

- Excellent critical thinking/problem solving skills
- Passionate about the community and excited about providing support to Missoula's important nonprofits

To apply: Please submit your [resume and cover letter here](#). No calls or emails please.