

## **Sustainability Committee Internship**

The Sustainability Committee is responsible for the day-to-day operations of Minnesota NOW, including administrative tasks and fundraising efforts. The Treasurer and Operations Coordinator are members of this committee; the Treasurer acts as chair.

### **Intern Duties and Responsibilities**

- Research and create a 20-30 minute Power Point presentation that can be used by Minnesota NOW leadership to introduce Minnesota NOW to various audiences
- Assist with development of a legacy giving campaign, including messaging, materials, and online presence
- Research grants and assist with writing grant applications
- Sort through historical files and help determine what should be sent to historical society and update Minnesota NOW's Herstory timeline

### **Qualifications**

- Knowledge of basic feminist principles and passion for feminist activism
- General computer skills, including familiarity with Microsoft Office applications
- Experience working with a database or willingness to learn
- Excellent verbal and written communication skills
- Ability to work both in a group and independently
- Attention to detail
- Understanding of basic accounting principles desired, but not required