



Non-profit Management/Education Administration Summer Intern

Academy of Whole Learning (AOWL) is private non-profit K-12 school. We provide personalized learning paths integrating academic, social and life skills for qualifying students with autism spectrum disorder or related learning differences.

We are looking for a positive, creative individual to assist with non-profit management projects for our program. Reporting to the Head of School, emphasis will be on gift entry tracking and acknowledgement, database support, donor communication, and program admissions and enrollment duties.

Specific tasks include:

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop funding proposals for the program to ensure the continuous delivery of services
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with professional standards
- Develop forms and records as needed
- Support fundraising, Public Relations and Community based Marketing.
- Assist in the execution of organization involvement in community events.
- Assist in development of annual donor recognition, cultivation, and communication plan
- Help identify new development initiatives to assist with contributed revenue efforts
- Assist with special events (may require evening and weekend time)
- Collecting contact information for related professional, i.e. physician, psychologists, therapists, ABA clinics, etc
- Delivering marketing materials to related professionals
- Assisting with budget planning for the 2016-17 school year

As all of our staff and interns serve as models for the students we work with, you must understand and uphold AOWL's values and procedures and act as a positive representative of AOWL with students, families and in the community. You must also maintain confidentiality with information regarding our program participants.

To be qualified for this position, you must be working toward or hold a Bachelor's Degree in Business, Human or Social Services, Communication, Non-profit Management, or any discipline relevant to the above duties. In addition, you must have an interest in working with students with learning disabilities and autism spectrum disorders and helping them succeed. You must have excellent written and verbal communication skills, as well as strong organizational skills. You must be able to pass a criminal background check, as well as be familiar with the Twin Cities area.

Internship Schedule: 30-40 hours per week, Monday–Friday with some evenings and weekends. We are looking for a minimum time commitment of 2-3 months, with the possibility of more time. The work schedule can be flexible and will be discussed during the interview process.

In this intern position, you will:

- Increase your understanding of development and fundraising, in a social service environment, working with a top donor tracking software, Raiser's Edge
- Work on tangible projects that will enhance your resume and portfolio

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- Experience working for a non-profit agency
- Make a difference in young students' lives

The successful candidate for this internship will also have a desire to learn about the non-profit/education sector and will be interested in working for an organization dedicated to changing the lives of students with learning differences.

If you believe you are ready for this rewarding challenge, please send your resume, along with a letter describing your interest in this position, and why you feel as though you are the perfect person for this internship to Karla Przybylski, at karla.przybylski@academyofwholelearning.org.

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