



# Academy of Whole Learning

3500 Williston Rd.  
Minnetonka, MN 55345

*The Exceptional School for Exceptional Learners*

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## Non-profit Management 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 Human Resource Manager, emphasis will be on general operations of the school, creating, implementing and analyzing staff survey, assisting with HR updates, assist in marketing for therapy services, school programming projects and supporting the completion of administrative responsibilities.

### Specific tasks include:

- Analyze staff survey results and create reports/presentations summarizing answers
- Manage summer academy start of year forms and tracking
- Manage student start of years forms
- Develop a strategic campaign to market the AOWL Therapy Clinic services to the community
- Research and update policies and procedures
- Updating job expectations
- Assist Director of Exceptional Learning with preparing for the school year and programming projects
- Organize and update employee and student files as needed
- Develop forms and records as needed
- Assist in the execution of organization involvement in community events.
- Assist Executive Director with special administrative projects
- Assist with special events and projects
- Assist with student activities when needed
- Collecting contact information for related professional, i.e. physician, psychologists, therapists, ABA clinics, etc
- Assist is hiring new employees
- Assist HR with special projects

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. 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 non-profit administration, human resources, marketing, and school programming in a social service environment, working with our leadership team.
- Work on tangible projects that will enhance your resume and portfolio
- Experience working for a non-profit agency
- Work with our students, teacher and teacher associates
- 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@aowl.org](mailto:karla.przybylski@aowl.org).