



Open Arms of Minnesota Internship Description: Events Internship

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 1,100 clients, caregivers and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: 01/02/2019

Closing Date: Open until filled

Internship Overview:

The Events Intern will work directly with the Events Manager and with the Development team in planning, supporting and executing OAM's fundraising, outreach and special events. These events include but are not limited to Moveable Feast, Pop Up Dinners, May Day and more. The Events Intern will also help assist the Development department with some administrative duties as needed. This internship offers hands-on experience and the opportunity to learn more about nonprofit fundraising and event planning.

Open Arms interns are asked to complete 240 total hours of service over a 3- to 6-month period and asked to represent Open Arms at outreach events. This position will preferably begin in January 2019. This is an unpaid internship, although OAM will work with colleges or universities to help interns receive credit for their work, or to confirm service for fellowships.

Requirements:

- Passion for the mission of Open Arms
- Strong communication skills and outstanding ability to maintain and foster relationships to ensure success working with a diverse base of volunteers and clients
- Ability to be part of a team and to maintain effective communication with other interns and staff members
- Flexibility to work some evening and weekend hours. An ideal candidate will be available the week of May 13-17, 2018, to support Moveable Feast.
- Valid driver's license

Physical Requirements:

- Able to operate standard office equipment (such as telephone, computer, printer and copy machine), set up tabletop displays and speak at events.
- Able to sit for long periods of time and/or work on feet for long periods of time.
- Able to lift up to 50 pounds.
- Able to stand, sit, walk, bend, stoop and twist. Requires full range of motion, manual dexterity and eye-hand coordination.

Reports To: Events Manager

Location:

2500 Bloomington Avenue S
Minneapolis, MN 55404

To Apply:

Please send resume and cover letter detailing pertinent experience to:

Emily Mauter, Events Manager

- Email: emilym@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE