



## **Open Arms of Minnesota Internship Description: SPECIAL EVENTS & DEVELOPMENT NONPROFIT INTERNSHIP**

### **Organizational Summary:**

Open Arms of Minnesota (OAM) is a nonprofit that cooks and delivers free, nutritious meals to people living with life-threatening illnesses in the Twin Cities. We believe that food is medicine, and our work matters to the health outcomes of our clients. With the help of over 7,300 volunteers, we'll create and deliver more than 600,000 delicious, medically-tailored meals to people living with cancer, HIV/AIDS, multiple sclerosis and ALS (Lou Gehrig's disease), as well as their caregivers and dependents this year. To learn more, visit [www.openarmsmn.org](http://www.openarmsmn.org)

### **Applications accepted on a rolling basis.**

### **Purpose:**

The Special Events & Development nonprofit intern will participate in nearly every aspect of the organization. This internship will play an integral role in the daily activities of the organization, as well as explore the inner workings of running a nonprofit. Intern activities may include, but are not limited to, weekly shifts preparing and packaging meals in the kitchen, delivering meals to clients, hosting delivery driver volunteers, and gardening at our farm plot. Whenever possible, time will also be allotted to facilitate projects related to an intern's specific area of interest.

A commitment of at least 15 hours a week until May 21, 2021 is required. Each intern will need to commit to working a minimum of one Saturday a month from 8:00am-2:00pm. This is an unpaid internship and reports directly to the Volunteer Engagement Team and Development Team.

### **Requirements:**

- Passion for the mission of Open Arms
- Flexibility to work some evening and weekend hours
- Must be available to work on **Thursday May 13<sup>th</sup>, 2021** for Open Arms' Moveable Feast fundraiser
- Flexible schedule leading up to May 13<sup>th</sup>, 2021 to prepare for Moveable Feast
- Strong communication skills and outstanding ability to maintain and foster relationships to ensure success working with a diverse base of volunteers and clients
- Strong organization skills to maintain a spreadsheet containing hundreds of businesses
- Ability to track, organize and display Open Arms merchandise, and collaborate with staff for looks of new apparel
- Ability to be part of a team and to maintain effective communication with other interns and staff members
- Confidence to solicit and collect in-kind donations
- Ability to multitask with other projects from Development and Communications staff members
- Valid driver's license

### **Physical Requirements:**

- Ability to operate standard office equipment (such as telephone, personal computer, printer and copy machine) and set up tabletop displays
- Ability to lift up to 50 pounds, drive a vehicle and navigate steps

**Reports To: Volunteer Engagement Team and Development Team**

**Location:**

2500 Bloomington Avenue S  
Minneapolis, MN 55404

**To Apply:**

Please send resume and cover letter detailing pertinent experience to:

- Email: [volunteer@openarmsmn.org](mailto:volunteer@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE