



**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 and Greater Minnesota. We believe that food is medicine, and our work matters to the health outcomes of our clients. With the help of over 6,600 volunteers, we'll create and deliver more than 794,000 delicious, medically-tailored meals to over 3,750 people living with cancer, HIV/AIDS, multiple sclerosis and ALS, 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 planning and implementation of seasonal outreach events such as annual fundraisers, donor dinners and collaborations with our corporate sponsors. This internship will play an integral role in the daily activities of the organization, as well as explore the inner workings of running a busy nonprofit. Strong administrative and presentation skills desired. Whenever possible, time will also be allotted to facilitate projects related to an intern's specific area of interest.

A commitment of at least 10-15 hours a week until May 21, 2023 is required with flexibility to work an occasional Saturday as needed. This is an unpaid internship; however, we strive to provide a meaningful experience and opportunity to gain new skills to add to your resume. The Special Events & Development Nonprofit Intern reports directly to the Events Manager.

**Requirements:**

- Passion for the mission of Open Arms
- Flexibility to work some evening and weekend hours
- Must be available to work on **Thursday May 18, 2023** for Open Arms' Moveable Feast fundraiser
- Flexible schedule leading up to May 30, 2023 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 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 phone, computer, printer and copy machine) and set up tabletop displays
- Ability to lift up to 50 pounds, drive a vehicle and follow directions.

## **Reports To: Manager of Events**

### **Locations:**

Minneapolis Kitchen & Campus  
2500 Bloomington Avenue S Minneapolis,  
MN 55404

St. Paul Kitchen & Campus  
380 E Lafayette Frontage Road  
St. Paul, MN 55107

### **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