



Internship Application – Spring 2020

Email this completed application and your resume to Annen@MiracleFoundation.org by Sunday, January 5. You will hear back from us by Friday, January 10.

Please include your full name and the application cycle in the email subject line (ex: Jane Smith Spring 2020 Internship Application).

Since our founding on Mother’s Day in 2000, the Miracle Foundation has taken a stand for orphaned children. Our “Child First” approach is multi-faceted, collaborative and community-based:

- 80% of children living in institutions have a living relative. We make every effort to reunite these children with their birth family, if possible.
- For abandoned children without family – our measurable, systematic method ensures that children are loved, educated, healthy and safe until they transition to a permanent family.
- We actively collaborate with governments, other non-profits and local family-strengthening organizations to transform systems and give children a voice.

Our interns gain an inside opportunity to learn how to run a nonprofit that makes an impact for the world's orphaned children.

Responsibilities vary, but are generally in one of the following areas: Office Administration, Development, Programs and Marketing. We do our best to find work that suits your interests and develops your expertise.

- Our Office Administration Intern will work with our Office Manager to complete various administrative tasks, create process documents, track departmental progress, and more.
- Our Development Intern will work with our Development Coordinator to plan events, analyze fundraising data, develop fundraising campaigns, research funding prospects, and more.

- Our Programs Intern will work with our Director of Global Programs and Program Coordinator to input and analyze data, create and improve programs, and more.
- Our Marketing Intern will work with our Marketing Manager to do market research, assist with creative projects, maintain the website, analyze data, help with social media, and more.

Requirements: We offer both formal (for class credit) and informal internships. Interns are expected to donate at least 10 hours/week of their time and exemplify the following qualities:

- Global perspective, belief in our mission, and a passion for making a difference
- Excellent communication skills, both verbal and written
- High level of computer proficiency, including Microsoft Word, Excel, and PowerPoint
- Organized and detail-oriented, with effective time-management skills
- Strong work ethic, the ability to follow through, and a willingness to do what needs to be done, no matter how large or small
- Dependable, self-motivated, and conscientious
- Outgoing and enthusiastic, with a positive attitude
- Professional, prompt, and dresses appropriately
- Must be older than 18 or in college.

If you have any questions, please email or call our Office Manager Anne Natenstedt at

Annen@MiracleFoundation.org or (512)-329-8635.

Contact Information

| | |
|----------------|--|
| First Name | |
| Last Name | |
| Email | |
| Phone | |
| Street Address | |
| City | |
| State, Zip | |

Academic Information

| | |
|--|--|
| Current or Most Recent School Name | |
| Major (if applicable) | |
| Minor (if applicable) | |
| GPA | |
| Year (Freshman, Sophomore, Junior, Senior, or Graduated) | |
| Graduation Date (or expected) | |
| Relevant Coursework | |

3. Explain your motivation for wanting to intern at the Miracle Foundation, what you hope to gain in your internship, and how this is related to your future goals. (Word limit: 300 words)