



Internship Application – Summer 2018

Email this completed application and your resume to Kat@MiracleFoundation.org by Thursday, May 4th. You will hear back from us by Wednesday, May 9th.

Please include your full name and the application cycle in the email subject line (ex: Jane Smith Summer 2018 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 Finance. 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 Associate 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 Finance Intern will work with our Chief Financial Officer to create financial statements, track our expenses, 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 18 or older.

If you have any questions, email or call our Office Manager Kat Jones at

Kat@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	

Availability

Specify your preferred hours. **Interns must be able to donate 10 hours per week**

Monday	Tuesday	Wednesday	Thursday	Friday

Area(s) of Interest

Please select all that apply.

- Office Administration
- Development/Events
- Process Documentation
- Programs
- Finance

Please briefly answer the following questions.

1. Tell us a little bit about yourself, such as where you are from, what you are currently working on or studying, and your academic and/or professional interests. (Word limit: 300 words)

2. Describe any prior experience and skills you have that pertain to this position.
(Word limit: 250 words)

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)