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**Miracle Foundation Internship Application**

**Email this completed application and your resume to** **Intern@MiracleFoundation.org** **by Wednesday, May 1st. You will hear back from us by Tuesday, May 7th.**

Please include your full name and the application cycle in the email subject line (ex: Jane Smith Summer 2019 Internship Application).

Miracle Foundation is a non-profit organization based in Austin, Texas that brings life-changing care to orphaned and vulnerable children around the world. Our “Child First” approach is multi-faceted, collaborative and community-based. 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: Development, and Programs. We do our best to find work that suits your interests and develops your expertise.

* Our Development Intern will work with our Development Coordinator to raise funds and awareness to support and expand Miracle Foundation. This occurs through marketing efforts, donor stewardship, fundraising assistance, and more.

Some specifics of this internship are likely to include:

* + Data entry on donor activities
	+ Responding to donor comments and inquiries
	+ Assisting in donor acknowledgment processes
	+ Managing Facebook fundraisers and Personal Fundraising efforts
	+ Proofreading, editing, and creative inspiration for social media, collateral pieces, etc.
	+ Training and use of fundraising and marketing software
* Our Programs Intern will work with our Director of Global Programs and Program Manager to input and analyze data, support development and improvement of programs, and more.

Specifics of this internship are likely to include:

* Training and use of Salesforce software for data collection and analysis
* Monitoring progress of children and interventions through data entry and reading reports from orphanages in India
* Supporting monitoring and evaluation of programs focused on family-based care and ensuring rights of children
* Transferring, creating or proofreading materials to make processes easily accessible to team members
* Documenting pilot program process and impact
* Researching relevant organizations and initiatives as needed to improve programs

**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. Salesforce preferred, but not required.
* 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 Systems 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***

Please select if you are applying for one semester or two semesters:

\_\_\_1 semester – Summer 2019

\_\_\_2 semesters –Summer 2019 & Fall 2019

Specify your preferred hours (Office operates 8:30 am to 4:30 pm). **Interns must be able to donate 10 hours per week**

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| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

***Area(s) of Interest***

Please rate your interest in the internship openings, 1 being your first choice.

\_\_\_Development

\_\_\_Programs

***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. 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)
3. If you are applying to the Development internship (even if it’s your second choice) please explain why you are interested in gaining development experience.
4. If you are applying to the Development internship (even if it’s your second choice) please share what experience and skills you have that will be a strength/asset to this position?
5. If you are applying to the Programs internship (even if it’s your second choice) please explain why you are interested in gaining programmatic experience.
6. If you are applying to the Programs internship (even if it’s your second choice) please what share experience and skills you have that will be a strength/asset to this position?