



Internship Opportunities

Our Work Environment

Professional, yet fun, with supportive coworkers who are passionate about carrying out the mission of the Community Foundation to strengthen the Wabash Valley Community.

Our Mission

The Mission of the Wabash Valley Community Foundation is engaging people, building resources and enriching lives.

How We Carry Out Our Mission

The Community Foundation connects people who care with causes that matter. We have one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors and enriching the quality of life within the Wabash Valley.

What We Stand For

The Core Values of the Wabash Valley Community Foundation guide the decisions and actions of our staff. We commit ourselves to:

Integrity – We are honest and ethical in our approach. We value and respect all people and believe that building trust builds a better community.

Collaboration – We work strategically in partnership and provide leadership, when needed to achieve our vision.

Transparency – We communicate, both internally and externally, with candor, honesty and respect.

Accountability – We measure ourselves against the highest standards of philanthropy, stewardship and fiscal responsibility.

The Internship Positions

Internship Summary: The Community Foundation offers three (3) paid fall internships for area college students. Working closely with the Community Foundation staff, the Interns become an extension of the staff. The internships being offered include the following:

- ❖ **Receptionist and Administrative Support** – This intern will serve as receptionist and greet those who call or come into the office. Additional duties including gift processing, filing papers and scanned documents, Implementing record retention policy, reviewing and clipping newspaper articles, assisting with record keeping and attending Giving Circle meetings – whether virtual or in person. This person must have a pleasant demeanor, both in person and on the telephone, and a great attention to detail as accuracy is essential.

- ❖ **Public Relations and Marketing** - This intern will assist with writing media releases, social media posts and photography documenting the Community Foundation's funds, donors, grants and activities. This intern will also be part of the planning committee for the Community Foundation's 30th Anniversary celebrations. This position would be great for an idea person as we are planning the Community Foundation's 30th anniversary. It requires good interviewing and writing skills, photography and videography experience is beneficial.

- ❖ **Giving Circle Support** – This intern will assist with the Giving Circles in one or more of our counties. Activities includes preparing for and attending quarterly Giving Circle meetings and Steering Committee meetings, corresponding with members via email (meeting notices, reminders, etc.) tracking payments, scheduling and attending check awards. This person must be organized, able to manage spreadsheets and explain how the giving circle operates. Attention to detail is essential.

Work hours are generally on Monday through Friday from 8:30 AM to 4:30 PM, except for Giving Circle quarterly meetings which are in the evening. The hourly rate ranges from \$12 to \$15 per hour based upon skills, academic year in school.

Qualifications

- A college student enrolled in an Indiana institution pursuing an undergraduate or graduate degree.
- Strong written and oral communication skills. Ability follow instructions, proof your own work and be a self-starter who likes to keep busy.
- Desire to be a team player.
- Knowledge and experience in Microsoft Office Suite, Google Workspace, WordPress and social media outlets. Must possess the ability to adapt to new technology.

How to Apply

To confidentially apply, submit a current resume and letter of introduction to hireing@wvcf.org.

For more information about the Wabash Valley Community Foundation, visit: www.wvcf.org.