



**Greater Mankato Area
United Way**

Greater Mankato Area United Way Summer Events Intern

Join the team at Greater Mankato Area United Way! This internship provides a meaningful experience in a small office setting in the non-profit industry, while offering valuable exposure and contacts in the larger business community. Successful candidates will have an interest in business, communications/marketing, event planning, and making a difference in the community. United Way and the intern will agree upon the weekly time commitment for this internship. Most hours will happen during office hours; however, we do require help at events that might happen during the evening or weekend. The internship is unpaid. Ideally, the internship will run mid/late May through August.

Intern Job Description:

Intern will assist Special Events and Relationships Director in planning and executing special events and fundraisers for the Greater Mankato Area.

Will assist office staff with projects including, but not limited to:

- Attending event committee meetings
- Assisting with meeting agendas, notes and scheduling
- Event planning and organization
- Donation inquiries/follow up
- Event preparation, setup and execution
- Post event needs (i.e. thank yous, in-kind documentation, data entry, etc.)
- Contributing to United Way website, social media and eNewsletter content and scheduling

Expectations for successful candidates:

- Demonstrate commitment and dependability
- Autonomy (ownership of projects)
- Present organized and well thought through projects
- Ask questions
- Explore your interests

General Office Responsibilities:

- Answering phones
- Greeting visitors
- Keeping intern desk area tidy and organized
- Miscellaneous office needs

Questions, contact:

Tricia Stenberg
Special Events & Relationships Director
507-304-0660 | TriciaS@mankatounitedway.org

*Greater Mankato Area United Way's mission is to unite the community
to secure and invest resources to improve people's lives.*