



National Organization for Women **WISCONSIN**

WI NOW Internships:

ADMINISTRATIVE & DEVELOPMENT INTERN

The Wisconsin chapter of the National Organization for Women (NOW) works to bring about equality for women in Wisconsin through collaborative planning, grassroots organizing, and policy advocacy. Our goal is to eliminate discrimination and harassment, secure reproductive rights, eradicate racism, sexism and homophobia, end all forms of violence against women, and promote equality and justice in our society

Summary: WI NOW is looking for a creative, independent, and enthusiastic student to fill the position of Administrative & Development Intern. The Administrative & Development Intern will assist the Executive Director with the general workings of the organization including membership recruitment and retention, fundraising, and events. This position offers the opportunity to gain valuable experience with the Wisconsin chapter of the largest organization of feminist activists in the country.

Position Location: Madison, Wisconsin

Reports To: Executive Director

Responsibilities:

- Maintain membership and donor databases
- Assist with donor acknowledgement
- Assist with events (house parties, fundraisers, etc.)
- Research and build list of possible event locations across the state
- Perform other duties as they arise

Qualifications:

- Strong commitment to women's rights and equality and knowledge of WI NOW's mission and goals
- Ability to work independently and creatively
- Comfortable using Microsoft Word and Access
- Energetic and enthusiastic learner
- Ability to pass on information and skills effectively

Details:

This internship begins in January and lasts until the end of the academic year unless the applicant wishes to extend the position through the summer. The Intern is asked to dedicate at least 10 hours a week to this position. Internships with WI NOW are an excellent way to build your resume while gaining valuable experience with a non-profit advocacy organization. WI NOW will work with the university to ensure academic credit if possible.

If you are interested in this position or would like more information, please contact our Executive Director, Robyn Klinge, at admin@winow.org.