



Everybody Wins! Iowa Program Intern

College Internship Description – Part-time

Everybody Wins! Iowa is currently seeking qualified applicants for the position of Program Intern. This position works directly with the Program Manager to assist a variety of program tasks and will directly report to the Program Manager.

Everybody Wins! Iowa is a youth literacy and mentoring program that strives to bridge the literacy and mentoring gap by matching students with adult mentors to spend an hour a week reading and learning together. Everybody Wins! Iowa currently provides 70 programs across 34 locations in Central Iowa elementary schools and community organizations.

Qualifications: Candidates must be enrolled or recently graduated from college and be responsible, organized, and independent workers that can communicate effectively with Everybody Wins! Iowa staff, school faculty and adult volunteers. Candidates must be proficient in Microsoft Word, Microsoft Excel, Gmail, and Google Docs. This position is a part time position that may average 10-20 hours each week.

Duties include:

- Programmatic
 - Serve as site coordinator substitute and/or assist site coordinators as needed.
 - Assist with organizing and distributing materials for each program.
 - Assist with book and supply inventory.
 - Assist with program evaluation.
 - Assist with program data entry and reporting processes.
 - Research and develop additional office procedures to increase program efficiency.
- Marketing and Program Promotion
 - Assist with social media and monthly e-newsletter.
 - Update existing marketing materials and create new materials for the organization.
 - Develop promotional materials for special events.
 - Assist with special events, including book fairs, special programming weeks, and other events.
- Program Development
 - Assist with grant applications, and help with solicitation for program donations.
 - Research potential funding opportunities including grants and corporate sponsorships.
 - Assist with the donor data and reports.
 - Assist with coordinating Special events (IE: Book Fairs, Power Read program celebrations, mentor events, and other events/promotions as determined).
- Volunteer Recruitment
 - Work with the Innovative Mentoring Software database system to track volunteers and assist with volunteer reports.
 - Assist with mentor application processes/background checks, orientation, and placement.
 - Assist with outreach events or attending volunteer fairs.
- All other duties as assigned by the Program Manager and/or Executive Director

Qualifications and Skills Needed:

- Responsibility and organizational skills.
- Collaborative and flexible worker.



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- Out-going personality. Self-starter.
- Ability to be creative and develop new ideas.
- Ability to communicate effectively with Everybody Wins! Iowa staff, volunteers, and school staff via phone and e-mail.
- Previous experience with database management preferred, but not required.
- Previous experience in customer service desired.
- Previous volunteer experience desired (not necessarily with Everybody Wins! Iowa).
- Access to a car or public transportation preferred.

Compensation

- Internship is unpaid.
- The internship may be completed for college credit.

Application Instructions

Please e-mail resume and cover letter to the address below:

Karen Ligas
Executive Director, Everybody Wins! Iowa
P.O. Box 691
Des Moines, Iowa 50303
statedirector@everybodywinsiowa.org
Tel: 515-242-8463

Additional Information:

Everybody Wins! Iowa is an Equal Opportunity Employer as well as a drug-free and smoke-free employer. A post-offer background check will be conducted. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations to qualified individuals upon request, and conduct all activities in fully accessible settings.