

**Thank you for your interest in our volunteer/intern opportunities. Below you will find descriptions of our available positions.**

**Web Maintenance:**

The volunteer/intern for this position will assist with keeping our web-pages updated and current. This also includes monitoring legislative bills that relate to our mission and core values, posting our endorsed candidates information, and updating our calendars. This position requires knowledge of Microsoft Word, Publisher, Interfacing, and the ability to type with accuracy. Some web-based research experience is also required.

**Office Assistant:**

The volunteer/intern for this position will assist with answering phones, filing, sorting the mail, drafting correspondences, and following-up with our MNWPC members. This position requires knowledge of Microsoft Word, Excel, alpha and numeric filing, ability to accurately type at least 40 wpm. The volunteer/intern must be professional, able to work independently, and have good communication and organizational skills.

**Community Outreach:**

The volunteer/intern for this position will assist with our Diversity Outreach Project (DOP). The purpose of our DOP is to educate, engage and empower women of color to become more politically involved in their communities. This position requires the ability to work and communicate effectively with women from diverse backgrounds. The volunteer/intern must have prior community outreach experience, and has an understanding of the political process. Other duties include: phone call follow-ups, data collection, being able to assist the DOP Program Assistant and the Executive Director, must be able to coordinate and schedule meetings, and be able to do event planning and prep.

**Events Planning:**

The special events intern will assist with the overall planning and implementation of the major fundraising events for the MNWPC. The intern/volunteer would perform and gain experience in: special event coordination, marketing, public relations, volunteer management, media relations, public speaking engagements, and committee meeting management. This position requires: strong organizational skills, ability to work independently, strong planning and analytical skills, and must have applicable coursework.

**HOW TO APPLY:** Please email your resume and cover letter to [tjohnson@mnwpc.org](mailto:tjohnson@mnwpc.org), or fax it to 651.292.9417.