**Bilingual Volunteer Outreach Intern Position Description**

**Job Title:** Bilingual Volunteer Outreach Intern

**Supervisor:** Gabby Santiago, Volunteer Services Manager

**Time Commitment:** Weekly commitment of 10-12 hours per week. Exact start and end date flexible.

**Qualifications:** Bilingual in English and either Spanish, Hmong, Arabic, Somali, or Oromo. Experience with Microsoft Office computer programs, strong organizational and listening skills, phone experience, ability to work independently, willing to accept a variety of tasks, positive attitude and willingness to initiate e-mail and phone interactions, comfort with public speaking.

**Mission:** Together, we create life-changing wishes for children with critical illnesses.

Make-A-Wish Minnesota serves children between the ages of two and a half and 18 years-old living in the state of Minnesota.

**Summary:** The Bilingual Volunteer Outreach Intern will reach out to community organizations to build partnerships and pursue opportunities to advertise volunteer positions through flyers, speakers, tabling, and more. This is a great position for someone who enjoys meeting new people and working together with others. The intern will also work with the Volunteer Services Manager to identify ways to support bilingual volunteers and to build community with the existing and new bilingual volunteer team.

**Responsibilities/Potential Projects:**

1. E-mail and call local organizations who are potential partners for Make-A-Wish Minnesota volunteer recruitment.
2. Research additional organizations or groups who may be future partners.
3. Put in Speaker’s Bureau requests for tabling and speaking volunteers. Liase between organizations and speakers. As needed, attend events to speak and table.
4. Identify ways to support bilingual volunteers: additional trainings, materials in other languages, grants, etc.
5. Optional depending on number of existing and new volunteers bilingual in same language as intern: design and implement community-building events and opportunities.
6. Provide administrative duties as needed (filing, organizing, etc.). Other duties and projects as assigned.

**Training:**

Training includes an orientation to the organization and the internship responsibilities, as well as training in our most common volunteer positions. It is recommended that the intern shadow at least three different short-term wish-related volunteers opportunities.

**Benefits:**

Interns will gain direct “hands-on” experience while developing an understanding of the functions that support a non-profit organization. Potential receipt of class credits depending on your university. Interns will also have the opportunity to assist the Foundation in fulfilling its mission of granting wishes to ALL Minnesota children with critical illnesses to enrich the human experience with hope, strength and joy. References may be supplied on the completion of a successful internship period. This internship is unpaid.

**Application:** Send resume and cover letter to volunteerservices@mn.wish.org