



OPERATION NOT ALONE

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PR, Communications & Social Media Internship

OPERATION NOT ALONE MISSION STATEMENT

The mission of Operation Not Alone is to honor and support active duty service members and veterans while connecting our communities to those in uniform.

DEPARTMENT

- PR, Communications & Social Media
- Fundraising & Fund Development

POSITION DESCRIPTION

- Support the Operation Not Alone offices remotely with planning, promoting, and executing a variety of fundraising, grant writing, and social media projects.
- Be immersed in an independent, creative, and hands-on internship experience that will leave you knowing that you made a difference in your community and the lives of others.

GOALS

- Learn non-profit strategies to assist in the planning, execution, and marketing of a mission/brand.
- Assist in seeking out sponsorships, fundraising, and social media plans.
- Learn about corporate and individual giving through fundraising and event outreach.
- Create a lasting connection between the Operation Not Alone mission and future experiences.

KEY RESPONSIBILITIES

- Secure Donations (both monetary and in-kind)
- Secure New Potential Sponsorships
- Grant Writing
- Social Media Planning & Batch Work

DESIRED QUALIFICATIONS

- Sophomore standing or higher; currently enrolled in a college or university pursuing a degree in Marketing, Business, Public Relations, Human Services, Non-Profit Management, Communications, or related field with a minimum GPA of 3.00/4.00.
- Organized, detail-oriented, and capable of managing multiple tasks and meeting deadlines.
- Independent self-starter, with ability to adapt to new work environments.
- Strong written and oral communication skills.
- Passion for helping others, our service members and veterans, and the general Operation Not Alone mission.

TIME REQUIREMENTS

- Students must be able to complete a minimum of 10-15 hours per week. The schedule will be flexible and the student can determine hours on their schedule, for the duration of the internship.



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- The number of hours per week will vary due to the amount of responsibility assumed, event requirements, and/or volunteer trainings, etc.
- Internship positions are available throughout the year.

BENEFITS

- To enable the receipt of college credits, Operation Not Alone will work with you to meet your school's requirements.
- Flexibility to work remotely and set your own hours.

APPLICATION PROCESS

- Interested applicants should send a resume and references via email to:

Susan Fochs

Subject: Internship Application

Email: susan@operationnotalone.net

- No phone calls please.
- Applicants will be called for one in-person interview, if within the state of Wisconsin, or a FaceTime interview, if outside of the state of Wisconsin.
- The chosen intern will be required to sign a conflict of interest and ethics statement.

Intern Name (Print)

Intern Signature

Date