



Job Description: Non-Profit / Community Development Intern

Work is assigned and supervised by the Executive Director of Project Milk Mission. Given the nature of non-profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in outreach, public sector engagement, research, and grant writing. Assignments are expected to be carried out under limited supervision within the office or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.

About Us:

Project Milk Mission is a 501c3 non-profit organization that provides evidence-based breastfeeding education and lactation care. Our efforts include innovative and non-traditional community-based strategies that impact initiation and duration of breastfeeding with particular focus on African American mothers. Our practices of tackling social determinants and cultural stigma as it relates to breastfeeding is linked to Project Milk Mission's dedication to combating infant mortality and creating equity in maternal wellness.

Essential Duties & Responsibilities:

- Using their individual interest, candidate will research and investigate new grant sources or innovative programs and present pertinent information to the Executive Director and Administrative Staff.
- Public Sector engagement – In order to engage with community leaders, knowledge of the roles and responsibilities of local, state, and federal government offices and programs is needed.
- He/She will develop and draft internal and external documents and materials to build or retain relationships with donors, volunteers, community members, and other supporters of the non-profit organization.
- Fundraising Activities – Coordination of existing fundraising efforts while exploring new approaches to generate support for Project Milk Mission.
- Outreach – Increase awareness of Project Milk Mission goals and the mission it serves, to as wide of an audience as possible. Participate in community events that help to promote are mission.
- Social Media- Build a presence on social media channels. (i.e., posting content, gaining new followers and engagement with platforms).

Qualifications / Education:

The best candidate will be chosen from a pool of currently enrolled undergraduate or graduate students who can demonstrate that they seek to gain hands on experience in grassroots community development within a local non-profit organization.

Requirements:

- Minimum 5 hours a week commitment.
- Submittal of all work assignments within determined deadlines.
- This role is remote, candidate must have a dedicated space for work.

Application process:

Interested candidates should forward a resume, major course listings, and a writing/project sample of their choosing to info@projectmilkmission.com

Project Milk Mission is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contactinfo@projectmilkmission.org by the deadline).