

The Miracle Foundation Internship Application -Spring 2016

Email this completed application and your resume to Info@MiracleFoundation.org by Friday, December 18. You will hear back from us by Friday, January 2.

Please include your full name and the application cycle in the email subject line (ex: Jane Smith Spring 2016 Internship Application).

Our interns and volunteers are essential in helping us run one of the most respected nonprofit organizations in Austin. Responsibilities vary, but are generally in one of the following areas: office administration, development/events, finance, marketing, process documentation, and programs. We do our best to find work that suits your interests and develops your expertise.

Requirements: We offer both formal (for class credit) and informal internships. Interns are expected to donate at least 10 hours/week of their time and exemplify the following qualities:

- Global perspective, belief in our mission, and a passion for making a difference
- Excellent communication skills, both verbal and written
- High level of computer proficiency, including Microsoft Word, Excel, and PowerPoint
- Organized and detail-oriented, with effective time-management skills
- Strong work ethic, the ability to follow through, and a willingness to do what needs to be done, no matter how large or small
- Dependable, self-motivated, and conscientious
- Outgoing and enthusiastic, with a positive attitude
- Professional, prompt, and dresses appropriately

- Available during office hours (Monday through Thursday 9 am to 5 pm and Friday 9 am to 4 pm)

If you have any questions, please email or call our Office Manager Lauren Gillespie at Lauren@MiracleFoundation.org or (512)-329-8635.

Basic Information

First Name	
Last Name	
Email	
Phone	
Street Address	
City	
State, Zip	

Academic Information

Current or Most Recent School Name	
Major (if applicable)	
Minor (if applicable)	
GPA	
Year (Freshman, Sophomore, Junior, Senior, or Graduated)	
Graduation Date (or expected)	

Availability

Please specify your preferred hours during the business week (ex: Monday 11-4, Wednesday 9-2, etc.) **Interns should be able to donate 10 hours/week of their time.**

Monday	Tuesday	Wednesday	Thursday	Friday

Area(s) of Interest

Please select all that apply.

- Office Administration
- Development/Events
- Finance
- Marketing
- Process Documentation
- Programs

Please briefly answer the following questions.

1. Tell us a little bit about yourself, such as where you are from, what you are currently working on or studying, and your academic and/or professional interests. (Word limit: 300 words)
2. Describe any prior experience and skills you have that pertain to this position. (Word limit: 250 words)
3. Explain your motivation for wanting to intern at The Miracle Foundation, what you hope to gain in your internship, and how this is related to your future goals. (Word limit: 300 words)