



Unpaid Internship/Volunteer Opportunities at EPCF

Project Name: Advocacy Hub – Creating a Powerful Data Platform

Skills required: Research & Data Management (details below)

Supervisors: Mark Weber & Holly Link

Period: Summer 2020

Project Scope & Definition

The scope of this project is to work closely with the Executive Director of the Eden Prairie Community Foundation Mark Weber and Foundation volunteer Holly Link to drive actions of the “Hub Advocacy” group forward.

- There is no organization in Eden Prairie, that serves as a connector so that Eden Prairie's greatest needs are comprehensively met without duplication and resources or solutions are communicated to residents and businesses.
- We wish to **heighten the awareness of the Foundation’s** capabilities to increase and strengthen relationships amongst other community impact organizations and drive initiatives forward
- This is where the “Hub Advocacy” team comes in, and our objective is to act as the connector that unites and leads the way.
- We are seeking two unpaid interns/volunteers who are passionate about improving our community and driving impactful social initiatives by managing the following critical tasks:

Goal for the project: Near the end of your assignment enter your accomplishments.		
	Goals	Accomplishments
1	Develop a Data Platform where we collect important information about all non-profit organizations in our community.	Enter accomplishments
2	Collect publicly available information about each non-profit organization in our community and help us understand who they are, what they do, the purpose & objectives, strength, initiatives, successes, etc.	Enter accomplishments

3	Review this information in the “ Hub team ” meetings, provide insights, learnings and show progress and discuss next steps.	Enter accomplishments
4	Develop surveys to gain additional insights from the target organizations in our community.	Enter accomplishments

What are we looking for?

Talented individuals who are willing to learn & demonstrate leadership attributes and behaviors, which will serve them well in their future career, such as:

- Knowledge of the Foundation and Eden Prairie overall
- Teamwork, collaboration & building partnerships
- Efficient communication that conveys a clear message
- Holding self-accountable for achieving the results
- Ability to shift priorities based on the needs of the team

Required skills

- Analytical skills
- Research skills
- IT skills to develop, collect and analyze data or develop survey's
- Ability to draw conclusions

At the end of their unpaid internship program, our interns/volunteers will have had the opportunity to demonstrate these attributes in their daily work.

Question to the intern: Identify 3-5 things our interns are looking for in their assignment:

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Are you interested in this unpaid internship? Please e-mail some information about yourself – a resume would be great – to EPCF Executive Director Mark Weber at mweber@epcommunityfoundation.org or call him at (952) 949-8499. Deadline is Friday, July 24.