



INTERNSHIP Community Engagement Intern

Position Information

Employer:

Pollen Midwest

Division:

N/A

Title:

INTERNSHIP Community Engagement Intern

Description:

Pollen helps people break down barriers to build better connected communities. We do this through sharing the stories behind local leaders, linking people to opportunities, and hosting events where essential conversations happen.

Our digital platform, pollenmidwest.org, centers around featuring the remarkable stories that make up our region through media-rich, nonfiction narrative. Going beyond stories, our platform also actively builds a network for our members through collecting and sharing hundreds of community-curated opportunities such as the best jobs, events, and member updates. The communities we currently serve are Minnesota, North Dakota, South Dakota, and the Native nations that share the same geography.

Responsibilities:

Opportunities:

- Assess and publish user-submitted content through WordPress.
- Document published content.
- Communicate with members and help troubleshoot member issues through email.
- Help create and organize content for MailChimp newsletters.

Events:

- Assist event designer as needed.
- Provide support in executing event logistics.
- Assist in daily operations of organization.

A successful candidate will:

- Be passionate about Pollen's mission.
- Be detail oriented.
- Be able to communicate effectively through email.
- Be able to work effectively alone and with others.
- Have previous and relevant work experience.
- Be able to work in a fast-paced environment.
- Have consistent access to the internet.
- Have a high school diploma or GED.
- Be comfortable working remotely and in an open work environment.
- Be available for interviews on October 10 - 11, 2016.

Reports to: Mónica Nadal, Communications & Engagement Coordinator

To apply: Email your cover letter and resume to monica@pollenmidwest.org by September 30, 2016.

How To Apply



Requested Documents:

- Resume
- Cover Letter

Important Dates



Posted On:

Sep 15, 2016

Applications Accepted Until:

Sep 30, 2016

Default Email For Resumes



monica@pollenmidwest.org

Contact Information

Employer: Pollen Midwest

Name: Mónica Nadal

Title: Communications & Engagement Coordinator

E-mail: monica@pollenmidwest.org

Website: <http://www.pollenmidwest.org>

Address: 701 N. 3rd St., Suite 204
Minneapolis, Minnesota
55401

Compensation: \$1,000 stipend

Duration: October - December 2016 (flexible)

Hours: 10-15 hours a week. At least four hours at the office. Flexible schedule.

Location: 701 N. 3rd St., Suite 204, Minneapolis, MN 55401

Timeline:

- Applications due 9/30
- Application review 10/3-5
- Applicants notified 10/6-7
- Interviews 10/10-11
- Intern start date 10/17

Location:

Location #1

Nationwide
no
City
Minneapolis
State/Province
Minnesota
Country
United States

Position Type:

Internship


Desired Class Level(s):

Sophomore

Work Authorization:

US Citizen

Salary Level:

1,000 

Job Function:

Marketing Communications, Public Relations, Events

Desired Start Date:

October 17, 2016