



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title:

Mission Support and Development Intern

Location:

Greensburg, PA

Responsibilities:

- Intern will develop an understanding of fundraising in a small nonprofit shop.
- Participating in fundraising projects
- Assist with the DonorPerfect CRM/Gifts management database
- Lead a project updating email contact information for families of residents
- Assist with social media content and production
- Shadow the VP to management, board, and resident meetings
- Learn about healthcare administrative in a nonprofit through the lens of fundraising and communications

Critical Skills:

Confidentiality with donor records, attention to detail when working with the database, warmth and engagement with an elderly population, aptitude for math, communication skills including writing and photography.