



5 Easy Steps to Developing an Internship at your Nonprofit Organization

Step 1: Identify how your organization could benefit from an intern

- Is there a project that you haven't had the resources to tackle?
- Is there an upcoming fundraising event that needs to be managed?
- Is there a marketing campaign you'd like to develop?

Step 2: Outline your goals and objectives for the internship

- What are the expected results you hope to achieve with this internship?
- What are the specific meaningful tasks associated with the internship?
- What is the duration of the internship? Are there specific deadlines?

Step 3: Think about the position from the student's perspective

- Describe the skills that the student will gain through the internship
- Given the assigned tasks, will they need special training or orientation? Where will they work? Will they have a designated work space?
- Will the student be invited to and attend staff meetings?

Step 4: Draft a job description for the internship

- Describe your organization and the position
- Hours per week and total hours and examples of project(s)
- List required/desired skills that match your organization's needs
- What benefits will the student gain from the position?

Step 5: Contact us to discuss your specific needs:

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