



Internship Position Available

September 2016 - December 2016
(Or the duration of your fall semester)

Administrative and Program Development Intern Volunteer Position
Location: 1455 West 29th Street, Cleveland, Ohio Drinklocaldrinktap.org

Organization

World headquartered in Cleveland, Ohio, Drink Local. Drink Tap., Inc.™ is a not-for-profit organization working locally and globally to inspire individuals to recognize and solve our water issues through creative education, events, and providing safe water access to people in need.

We work locally in Cleveland, Ohio to educate people about how they can better protect our water resources. Globally, we create and implement sustainable water projects in Uganda to provide clean drinking water in vulnerable communities.

Requirements

All together we are looking for an intern who is flexible, confident, self-motivated, organized, reliable, informed, professional, and is able to communicate clearly through writing and verbally. It is ideal to have availability over 10 hours per week excluding holidays.

Our past interns have been in charge of: social media, organizing representation at events, sending out monthly newsletters, assisting our events coordinator, or otherwise excelling one or more of our three branches of focus; education, access and activism.

- Flexible

Drink local Drink Tap is always looking to perform in the best and most efficient ways and sometimes that means switching tasks around rearrange schedules.

- Comfortable with public speaking

You may be asked to work speaking engagements on behalf of Drink Local Drink Tap. These presentations can be at middle or high schools, places of worship, or professional venues. We also would like you to feel comfortable communicating with people of different ages and backgrounds. If you are not, that's ok- we just need to know!

- Self-motivated

While you will be given directions for projects and tasks, we expect you to be able to complete the item within the timelines given. We will help you with any roadblocks or questions you have, but we want you to manage your time mostly independently, in the DLDT office.

- Organized

You will be asked to juggle several different tasks throughout the semester and we believe that organization and time management is key in accomplishing this. We use a project management system called 'Asana' to manage tasks, deadlines and projects.

- Some background knowledge

We prefer candidates to have some knowledge about or prior experience working in a non-profit organization. Those who apply should also have some basic knowledge in water and environmental issues to assist you in presenting topics that we cover when representing DLDT. We are able to supplement your knowledge with our training.

- Strong communication skills

We need someone who will be able to clearly, professionally and confidently talk about DLDT 's work. You may be asked to cold call organizations and should be confident in asking for the information needed. You will also be expected to reply to messages and other forms of communication clearly and in a timely manner within the office.

Additionally, we require that you have your own mode of transportation to get to our Ohio City office and various events.

We are looking forward to helping you achieve the goals that you have set out for yourself during your internship. We expect during the interview process that your goals will be clearly outlined so we can ensure the probability of achieving those goals, together. We will provide guidance on tasks, opportunities to sit in on meetings with donors and the board of directors, connect with other professionals, and educate you on how we, as a small non-profit, operate day-to-day.

This volunteer internship is not paid, but it can count for internship credits at your school. Please contact our Executive Director Erin **Erin@drinklocaldrinksap.org** with your interest by sending your resume and cover letter. We will schedule a meeting to talk about this opportunity if we feel there might be a good fit with Drink Local Drink Tap.

Thank you for considering us for your college internship and non-profit experience goals.

www.DrinkLocalDrinkTap.org

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