Northern Nevada HOPES is a nonprofit community health and wellness center in downtown Reno. Our expert care teams provide integrated medical and wellness services to individuals and families in our community. We welcome everyone, wherever they are in life, and provide a safe and accepting place to access comprehensive, patient-centered healthcare services. We recently opened our new center and have experienced tremendous growth as an organization -- in the last 3 years, we went from 600 to 10,000 patients! HOPES is not only a supportive and accepting place for patients, it is an incredibly supportive environment to work in!

About the Internship
Due to our incredibly successful capital campaign and rapid growth, we are desperately in need of a solid intern to help us with internal communications and donor stewardship. Our staff has grown tremendously over the past year and this position would be responsible for putting processes in place to keep our ever-growing organization informed. The intern would also be responsible for helping establish processes for donor data gathering, gift processing and donor recognition processes. The intern will help develop a system for internal communications, help generate internal communications emails, and help establish policies and procedures for data.

Qualifications
- Proficiency using Microsoft Office
- Strong writing and communication skills
- Detail oriented person that is able to find creative solutions for communicating information across the organization
- Experience with MailChimp, DonorBox, or GiftWorks would be a plus, but not necessary

Internship Duties
- Collaborate with Human Resources and Development and Marketing team to develop a process for internal communications
- Work closely with the development and marketing team to establish and implement processes for data gathering, gift processing, and donor recognition
- Assist with developing a system for internal communications
- Assist with data entry when necessary
- Learn and understand the structure of the organization in order to meet the specific needs Human Resources has for internal communications

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016 at www.unr.edu/career