Intern - Programs WFMD

Job Title: Programs Intern
Location: Remote
Schedule: Minimum 10 hours per week
Supervision:
- Reports to Viviana Alvarado Pacheco and Camila Ustarez
Role:
- Provide program and administrative support to The Women's Fund Miami-Dade team as you assist in creating change for women and girls through advocacy, investment, and impact.

Responsibilities:
- Attend weekly Intern meetings: during these, you’ll be expected to present your designated projects, communicate any findings and ask any questions.
- Have one on one meetings with the supervisor to assess designated work.
- Attend monthly Impact Collaboratives and other Women’s Funds events.
- Perform research on particular organizations that should be invited to attend Impact Collaboratives.
- Perform personalized outreach to organizations or individuals that would be interested in attending Impact Collaboratives.
- Assist in developing personalized thank you letters to the designated speakers after each Impact Collaborative.
- Recording and analyzing data that is provided after each monthly Impact Collaborative.
- Draft Poll Reports based on the number of individuals that attended the webinar, their responses to specific questions, and the percentage of understanding of the discussed subject.
- Draft Survey Report based on Post- Impact Collaborative survey questions sent out to attendees.
- Use Critical thinking and creativity to decide how to craft responses and augment data given to produce high-caliber work.
- Conversion of data with the use of formulas on google sheets or excel.
- Distribute timely, accurate, and quality work.
- Occasional cross-departmental training and project work with other team members/interns.

Required Skills/Experience:
- Proficiency in Google Sheets and Excel
- Ability to perform to expectations
• Attention to detail
• Time management
• Critical thinking skills
• Organization and responsibility
• Intrapersonal skills
• Basic arithmetic