



## Volunteer Office Internship

**Location:** 166 Madison Avenue, between 32<sup>nd</sup> and 32nd streets, NY, NY  
**Start Date:** Immediately  
**Hours:** To be determined, flexible  
**Reports to:** Director of Special Projects  
**Compensation:** Compensation is not available

**About the Position:** We are looking for an energetic, creative and highly competent undergraduate student to join the MCW team as an intern. The scope of the position will be shaped according to the specific interests of the individual and the needs of the organization.

Candidates are enthusiastic, reliable, organized, self-motivated, able to work independently and collaboratively, meet strict deadlines, and comfortable handling multiple responsibilities. The intern will work closely with MCW team members.

### Skills Required:

- Interest in international development, non-profit work, fundraising, youth, and Africa;
- Proficiency with Microsoft Office (experience with web, blog, digital media is a plus);
- Excellent communication skills – verbal and written.

### Responsibilities:

- General office administration, including correspondence;
- Assist in developing and maintaining media and communications tasks (including website, press releases, newsletter, profiles, social media, etc.);
- Assist in coordinating special projects, events, and meetings;
- Other miscellaneous duties as assigned.

While a stipend is not available, MCW will gladly provide letters of recommendation and open new networking opportunities to help you advance your future professional and academic pursuits.

If interested, please email a resume and a brief cover letter, including information on your availability to Sharon Roling ([sharon@miraclecorners.org](mailto:sharon@miraclecorners.org)).

**About MCW:** Miracle Corners of the World (MCW) is a non-profit organization founded in 1999 with the mission to empower youth to become leaders of change. Based in New York, MCW serves youth through Leadership Training, Community Center, and Partner Initiative programs (Oral Healthcare, Genocide Prevention, and Container initiatives). For more on MCW, please visit [www.miraclecorners.org](http://www.miraclecorners.org).