



Volunteer Office Internship

Location: 166 Madison Avenue, between 32nd and 32nd streets, NY, NY (*6 train*)
Start Date: Immediately
Hours: To be determined, flexible
Reports to: Associate Executive Director
Compensation: At this stage, 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, able to meet strict deadlines, and comfortable handling multiple responsibilities.

Skills Required:

- Interest in leadership, entrepreneurship, social entrepreneurship, mentoring, education, Africa, Tanzania, Rwanda, Sierra Leone, Zambia, business administration;
- Proficiency with Microsoft Office (experience with web, blog, digital media is a plus);
- Excellent communication skills – verbal and written.

Responsibilities:

- Work closely with the Associate Executive Director and other MCW team members;
- General office administration, including correspondence;
- Assist in revision and maintenance of the MCW website;
- Assist in coordinating special projects, events, and meetings;
- Assist in preparation and distribution of annual newsletter, and press releases;
- Assist with select MCW programs;
- Other miscellaneous duties as assigned.

While a stipend is not available, MCW will gladly provide letters of recommendation and open up 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 Alfred Hanssen (alfie@miraclecorners.org).

About MCW: Founded in 1999, Miracle Corners of the World is a non-profit organization that empowers youth to become positive agents of change, to improve their lives and contribute to their communities. Based in New York, MCW serves youth worldwide through leadership training, community development, oral healthcare, and partner initiative programs. For more information please visit www.miraclecorners.org.