



Nonprofit Generalist Intern

Purpose: To help advance the PeaceMaker Mission by carrying out tasks related to all areas of the organization's work – programmatic, fundraising, and administrative.

Timeline: Fall or Spring; the internship can begin any time.

Hours: 8 – 12 hours per week. (A minimum commitment of 100 total hours is required.) Must be able to meet at the PeaceMaker Minnesota office between 8:30 a.m. and 5:00 p.m. two times a week.

Location: PeaceMaker Minnesota Office; Roseville, MN

Compensation: Mileage reimbursement to and from meetings is provided. No hourly compensation is provided.

Responsibilities:

- Conduct research to identify individuals, organizations, and companies interested in supporting a local, nonprofit organization.
- Engage in community outreach to engage others in learning about the mission and work of PeaceMaker Minnesota.
- Assist with fundraising campaigns, including communicating with campaign team leaders, tracking donations, sending thank you letters, etc.

Qualifications:

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong organizational skills and demonstrated attention to detail

Benefits of Interning at PeaceMaker Minnesota:

- See “inside” a small nonprofit and learn how it operates.
- Gain administrative, fundraising, and marketing experience.
- Enhance your written and verbal communication skills.
- Demonstrate successful research, outreach, and community-building skills.
- Develop your professional network, increasing your LinkedIn connections.
- Create a more peaceful world. Your work will make a difference in what schools can do to reduce bullying and to teach youth healthy relational skills. You will help to determine the resources that are available for school violence prevention efforts.

To apply:

Apply in [Handshake](#) or submit a Resume, Cover Letter, and two references to: info@peacemakermn.org

About PeaceMaker Minnesota

To help create a more peaceful world, the mission of PeaceMaker Minnesota is to help schools to be safer places, free from bullying and harassment, and to help youth learn positive relational skills like empathy, respect, cooperation and how to resolve conflicts peacefully.

PeaceMaker provides the following services:

- **Financial Services** to reimburse schools for training, curriculum, and supplies to build community and strengthen violence prevention efforts. Partner schools can receive \$500 and access additional matching money to support teachers and other staff in teaching kids to be peacemakers.
- **Training Services** to help teachers, administrators, bus drivers and others to recognize, respond to and to prevent bullying. Training can also help students become peer mediators and school employees learn communication skills to resolve conflicts.
- **Ambassadors for Respect (A4R)** brings individuals with developmental disabilities into schools to teach fourth graders about the importance of including others, Person First Language and of being an advocate for oneself and others.
- **Peace Guide Services** to help kids learn to be peacemakers and to help create a positive learning environment. Students learn to address bullying, repair harm, resolve conflicts and improve relational skills.

Our vision is for kids – all kids in every community – to learn to be peacemakers. Our strategy is to support more school employees, students, and others in teaching kids to be peacemakers. We strive to be leaders in violence prevention education and generators of support for helping youth learn to be peacemakers. Founded in 1998, PeaceMaker Minnesota meets all standards of the Charities Review Council, earned a Gold Seal of Transparency from GuideStar, and is a giving option for the State of Minnesota Employee Fund Drive.

Diversity, Equity, and Inclusion Statement

At PeaceMaker Minnesota, our mission is to help schools to be safer places for everyone. We honor and celebrate diversity within the people and communities who make that possible: partner schools, students, staff, volunteers, Board of Directors members, interns, vendors, community partners, and others. We call on one another to demonstrate and utilize the skills our programs and services aim to develop in young people: empathy, respect, cooperation, and peaceful conflict resolution.

We work to maintain an inclusive environment in which those we work with feel welcomed, included, heard, respected, and valued. Including diverse backgrounds, experiences, and perspectives helps to generate innovation and progress, making our organization stronger and leading to better services and programs for the people and communities we serve.