

Organic Oneness UIUC Spring 2022 Internship Program



About Organic Oneness

Organic Oneness is a grassroots, social justice organization that co-creates with communities to mobilize systemic change, healing, and wellness, foregrounding Black, Indigenous, and People of Color (BIPOC). We are a nonprofit, non-commercial organization.

Development Internship Description

Using modes of Consultation as a decision-making process, interns will develop content and or programming that enhances the overall goal of Organic Oneness. Attend programs, meetings, and utilize recommended resources that will help interns develop professional skills essential to community organizing and non-profit work. **The internship involves 8 hours of work per week and includes a stipend of \$750.***

The development intern will support the co-directors at UIUC to executive Organic Oneness' fundraising strategy for the UIUC programming. This includes doing research to find prospective donors and monetary resources, grant writing, and assistance with managing documentation. **This is an academic-year position that will start on February 7th and end on June 30th 2021.**

Desired Knowledge, Skills and Experience

1. Be responsible, flexible, hard-working, ethical.
2. Possess a high level of organizational skills and be detail oriented
3. Possess solid oral and written communication skills
4. Enjoy researching
5. Posses solid interpersonal skills
6. Experience at a variety of computer skills, such as Microsoft Office and Adobe Acrobat, G Suite
7. Interest in fundraising strategies
8. Proactive and possess good time management

Principal Duties and Responsibilities**

1. Conducting prospective research on individual, foundation, and corporate donors
2. Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements
3. Assisting with grant writing and research
4. Working with RSO treasurer regarding financial obligations and fiscal education programs
5. Attending fundraising and outreach events
6. Attend weekly staff meetings
7. Other duties as assigned.

**The internship program at Organic Oneness will require 8 hours per week. The internship program will run from February 7th to June 30th, 2022, the last month of June can be virtual if the student is off campus. In the event of a spring break trip, the interns travel and lodging expenses will be covered up to the allowed budgeted amount. There will be two scheduled payments of \$375 that will total the \$750 stipend –first week of April and last week of June. We will work with the University to provide course credit for the program if you desire.*

***Training will be provided to complete said duties and responsibilities*