



4W

**Women & Wellbeing in
Wisconsin & the World**

UNIVERSITY OF WISCONSIN-MADISON

Title: 4W Event Planning & Development Intern

Employer: 4W Initiative (Women & Wellbeing in Wisconsin & the World)

Address: Nancy Nicholas Hall, 1300 Linden Dr.

Level/Category: Student Hourly Help

Pay: \$13/ hour

Hours: 10/week (flexible)

Term: Spring and summer 2021 (with potential for academic year 2021-22)

Start date: Available immediately (March 1, 2021)

Submission Deadline: Sunday, February 21, 2021

The UW-Madison 4W Initiative (www.4w.wisc.edu) is seeking an undergraduate student hourly intern who can work remotely during spring and summer 2021, with the potential for in-person work during the 2021-22 academic year. This student will support 4W events and assist with development and stewardship of gifts to the 4W Initiative and the [In Her Honor Fund](#). The role is ideal for someone interested in event planning, development and fundraising, and nonprofit management. Candidates should feel comfortable working remotely and reporting progress via emails and video conferencing.

The core tasks of the student hourly worker will be to:

Support 4W Events:

- In spring 2021, support International Women's Day and the 4W & WGSC Conference.
- Design promotional flyers, social media posts, and PowerPoint presentations for events.
- Assist with event planning and administration, including notetaking/scribing and staffing events.
 - Online: administer Zoom webinars, moderate online discussion boards.
 - In-Person (when the time comes): staff events and meetings, scribe, assist with room set-up and tear-down, organize meals.

Support Development and Stewardship for the 4W Initiative Fund and the In Her Honor Fund:

- Assist with digital fundraising campaigns.
- Facilitate communicate with donors.
- Write thank you notes and create stewardship packages.
- Manage stewardship of gifts to the In Her Honor Fund.
 - Edit honoree tributes.

- Update In Her Honor website.
- Create operations manual for management of the In Her Honor Fund.

Support 4W Directorship:

- Provide additional administrative support to 4W Directorship as needed.

Key qualifications include:

- *Attention to detail and accountability for deadlines:* The 4W Event Planning & Development Intern must be extremely responsible, organized, and detail oriented. This person must be highly self-motivated and feel comfortable working independently to meet deadlines. The intern will meet regularly with 4W Directorship and report progress via emails and weekly video calls.
- *Excellent written and spoken communication skills:* The candidate must demonstrate strong communication both in person and via email, with the ability support executive communications to high level development officers and donors. They must act graciously and professionally with diverse audiences including UW staff, students, faculty, and donors.
- *Commitment to the values of 4W:* The student must possess developed sensibilities related to social JEDI (justice, equity, diversity, and inclusion).
- *Proficiency in the following platforms:* PowerPoint, WordPress, Canva, Facebook, Twitter, Instagram, Microsoft Office Suite, Mailchimp, Adobe Creative Suite or other desktop publishing software, Google Drive, Box.
- *Positive attitude and desire to learn and grow skills:* The student must be willing to perform administrative tasks such as mailing, printing and making copies, general organization, and note taking.

***Please submit a single PDF that includes a cover letter, resume, and maximum three references to 4w@sohe.wisc.edu no later than 5pm on Sunday, February 21, 2021.** Your subject line should include your full name follow by “4W Internship” (example: “Olivia Dahlquist, 4W Internship”).