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## **Job Announcement: Program Assistant Intern (Unpaid)**

**Organization:** Angel Prints Corporation

**Location:** [Hybrid]

**Duration:** [At minimum 6 months]

**Hours:** [Flexible hours, some evenings and weekends 10 hours per week]

**About Angel Prints Corporation:** Angel Prints Corporation is a nonprofit organization dedicated to supporting families who have experienced pregnancy and/or infant loss. We provide emotional support, resources, and host remembrance events throughout the year. Our mission is to bring awareness to miscarriage, stillbirth, and infant loss while also supporting families by creating a compassionate community that helps them navigate their journey of healing.

**Position Overview:** Angel Prints Corporation is seeking a motivated and compassionate individual to join our team as a Program Assistant Intern. This unpaid internship offers a unique opportunity to gain hands-on experience in nonprofit program management, event planning, and community outreach. The Program Assistant Intern will work closely with our Executive Leadership Team to support the planning and execution of our programs and events, including the Remembering Our Little Angels Awareness Walk.

### **Key Responsibilities:**

- Assist in the planning and coordination of programs and events, including logistics, scheduling, and volunteer management.
- Support outreach efforts to engage community members, partners, and stakeholders.

- Help maintain accurate records and databases, including participant and volunteer information.
- Contribute to the development and distribution of program materials, such as flyers, newsletters, and social media content.
- Assist with grant research/writing and fundraising activities as needed.
- Provide general administrative support, including making phone calls, sending/managing email correspondences.
- Participate in team meetings and contribute ideas to enhance program effectiveness.

**Qualifications:**

- Currently enrolled in or recently graduated from a relevant degree program (e.g., Nonprofit Management, Social Work, Public Health, Communications, etc.).
- Strong organizational and time management skills with the ability to handle multiple tasks and priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms.
- Ability to work both independently and as part of a team.
- Compassionate and empathetic demeanor, with a strong commitment to supporting bereaved families.
- Previous volunteer or internship experience in a nonprofit setting is a plus.

**Benefits:**

- Gain valuable experience in nonprofit program management and event planning.
- Develop skills in community outreach, volunteer coordination, and fundraising.
- Receive mentorship and guidance from nonprofit leaders.

- Opportunity to make a meaningful impact in the lives of bereaved families.
- Potential for academic credit, depending on your institution's requirements.

**How to Apply:** Interested candidates should submit a resume and a brief cover letter explaining their interest in the internship and how their skills and experiences align with the position. Please send your application to [angelprintsorg@gmail.com] with the subject line "Program Assistant Internship Application - [Your Name]".

**Application Deadline:** [Friday, July 19, 2024 @ 5 p.m.]

**Angel Prints Corporation is an equal opportunity organization. We celebrate diversity and are committed to creating an inclusive environment for all employees and interns.**

We look forward to receiving your application and learning more about how you can contribute to our mission!