



## IMMEDIATE OPENINGS FOR INTERNS

### ABOUT THE WARFORD FOUNDATION

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The Warford Foundation is a non-profit organization, registered in the State of Maryland, IRS 501(c)3 approved. It was founded by Parthenia Warford to assist military widows and single mothers through financial assistance in their pursuit of successful completion of a 2-year Associates Degree in Nursing. Our hope is that we can assist our clients as they work to contribute to society in an area of critical need, nursing; while also increasing their sense of purpose, and ability to become more self-sufficient.

### JOB RESPONSIBILITIES

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**The TWF Intern will work with all members of The Warford Foundation's board and staff. The duties of the Intern will be both administrative and project-based in nature.**

The Intern will be responsible for the following:

- Assist in the planning of our Black-tie Benefit Gala
- Record and disseminate minutes from conference calls
- Capture client stories for publication on our blog or via other communications
- Write blog posts on TWF happenings
- Promote TWF events and initiatives via email and social media
- Compose and electronically file organizational documents
- Assist with other projects as they arise



In addition to these duties, the Intern is encouraged to introduce suggestions for how our programs could be further developed or expanded.

### **QUALIFICATIONS:**

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This position requires strong written and oral communication skills, and the ability to work well within a team. Attention to detail, strong organizational skills, and adherence to project timelines are critical. This position is an UNPAID volunteer position.

### **SCHEDULE:**

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Much of TWF's business is handled electronically or via conference calls, though physical presence at events will be required; these are typically no more frequent than once per quarter. Candidate is asked to make at least a 3-6 month commitment of approximately four hours each week (days and hours are flexible). Availability on the occasional evening/weekend is also desired.

### **HOW TO APPLY:**

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Please visit <http://thewarfordfoundation.org/volunteer/> to complete the online form and Volunteer Intake Sheet. No phone calls, please.

*The Warford Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medical condition, status as a veteran, or any other category protected by applicable federal, state, or local law, except where a bona fide occupational qualification applies.*