**Laramie Soup Kitchen Intern**

Looking for real-world experience with a non-profit? Excited about the prospect of an internship that allows you to shape your own project?

The Laramie Soup Kitchen Intern will join a dedicated team of employees at the Laramie Soup Kitchen, working under the direction of the Deputy Director and Executive Director.

**Intern Responsibilities:**

* Supporting administrative operations of the Laramie Soup Kitchen
* Assisting in research for ongoing projects
* Development and completion of an Internship project

**Learning Objectives:**

* Apply research principles and skills to a real-world project
* Understand the long-term value of the project and meaningfulness to supporters
* Create new and sustainable methods for future operations

**Internship Benefits & Expectations:**

* Mentorship & Training
	+ Opportunities to attend board meetings, tabling events, and business networking events
	+ Opportunities to build self-confidence and knowledge of the field
* Paid – Stipend of $792 - $1188 (Paid hourly at $11.00)
* 12 weeks, 6 - 9 hours per week (3 hours per University Credit Hour (prior approval required))
	+ Flexible Hours between 1:00 p.m. and 5:00 p.m. Monday through Friday
* On-site – Laramie Soup Kitchen Office

**Personal Characteristics and Qualifications:**

* University Undergraduate or Graduate Student
	+ Relevant degrees may include: Business, Food Chain Management, Nonprofit Management, Food Science, Nutrition, etc.
* High level of organization
* Critical thinker
* Research expertise
* Computer and Technology Experience
	+ Microsoft Suite (Word, Excel, Publisher)

**To Apply:**

Email the following to Employment@LaramieSoupKitchen.org

* Resume
* Cover Letter
* Name of faculty advisor if seeking college credit (if known)
	+ The best advisors are professors in your degree field whom you trust and value their opinion
* Statement of Purpose
	+ Why do you want this internship? What do you hope to learn or accomplish?