



## 2021 ENGAGEMENT INTERN

### ORGANIZATION

Prosperity Indiana is the state's only cross-sector intermediary for organizations committed to strengthening Hoosier communities. We provide resources, engagement, advocacy, and programs to non-profit, private, and public organizations dedicated to community economic development in industries such as human services, government, banking, social justice, healthcare, tourism, housing, utilities, foundations, universities, construction, development, economic sustainability, and community development.

### POSITION SUMMARY

Prosperity Indiana is seeking a community-minded intern with superior computer and database marketing skills to optimize engagement reporting and outreach efforts. Primary responsibilities related to data and research will produce written reports and materials. This position includes opportunities to engage in quality networking at events, meetings, and trainings with the Prosperity Indiana team and mission-aligned partners across the state. Participation in a mentorship program with the Director of Engagement is included.

- Assist in executing various projects in the 2021 Prosperity Indiana Engagement Plan
- Assist in optimizing existing and prospective partner demographics for enhanced tracking, reporting, and engagement opportunities
- Explore ways to connect identified engagement touchpoints with partner organizations for accurate and streamlined analysis
- Research customer relationship and project management applications for improved internal and external engagement
- Optimize member discussion forum participation and participate in various meetings, trainings, and networking events
- Assist in matching strategic plans to measurement outcomes platforms and employee work plans
- Assist in potential new member outreach - build prospect lists in targeted regions and industries
- Assist in analyzing survey results for continuous improvement of events and benefits
- Special projects as assigned in areas of resources, engagement, advocacy, and programs

### QUALIFICATIONS

- Graduate student preferred; fourth year undergraduate considered
- Superior proficiency in Microsoft Office Excel required
- Above average understanding of database marketing functionality
- Confident user of technology and ability to learn new platforms quickly
- High attention to detail
- Ability to handle several tasks in varying stages of development
- Ability to work independently, including prioritization of tasks and self-management
- Excellent grammar and communication skills
- Transparent work ethic
- Superior research skills

### STIPEND

Covers tuition cost of credit for an independent study internship. Range is \$500-\$1500, depending on number of credits. (negotiable)

### CONTACT

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