

## **Gateway to Dreams (501c3) Internship**

[www.GatewayToDreams.org](http://www.GatewayToDreams.org)

Our local nonprofit, Gateway to Dreams, located in Chesterfield Mall, in Chesterfield, MO is seeking interns to help perform a variety of tasks that will work to support the overall goals of our organization.

Vision: Changing lives...one dream at a time.

Mission: Creating a community that transforms Dream Seekers in to Dream Achievers through creativity, collaboration and strategic connections.

Strategy: helping dreamers through a community of support, workshops and events realize and achieve their potential in their lives, careers and businesses.

Our office supports several programs:

- Connecting & Promoting women (CPW) a monthly program designed to help women connect and support dreams
- Dream Tank-Monthly mastermind group to encourage dreamers and hi-light nonprofits
- The Business Lodge-6,400 sq. feet a meeting and co working space.
- Your Collaborative Board-A facilitated mastermind for women entrepreneurs
- Joy of Goals-a goal and dreaming program
- Work on Your Business Now-expert led workshops for entrepreneurs
- Gateway to Kindness-an initiative to inspire kindness locally

We participate in:

- Small Business Monthly Expo-October
- Listen to Your Mother-May
- Tribute to Success-March
- Give St. Louis-May

The ideal intern candidates will be majoring in business, communications, marketing, or human services/nonprofit. Related majors may be considered.

The internship can and will be tailored to the specific needs of the student and their areas of interest, passions, gifts.

### **Potential Duties Could Include**

- Writing press releases and PSAs
- Write letters, brochures and other marketing literature as needed
- Design and write communications such as newsletters, flyers, emails, etc.
- Maintain and create databases that improve communication with Members and the Community
- Develop targeted distribution lists to reach specific demographics
- Attend Board and Committee meetings and develop agendas, minutes, and supporting materials in preparation and follow up
- Assist in all fundraising activities
- Research project ideas
- Solicit businesses and individuals for financial support
- Prepare presentations and coordinate speaking engagements as needed
- Make available, set up, and help manage facility for use by member meetings/functions

**Skills & Personality Requirements:** Gateway to Dreams is a membership based organization. As such, serving our members and community is our main priority. To become an intern, we are looking for following abilities and personality traits:

- Positive, "Can Do!" attitude
- Computer Skills: Word, Excel, Publisher, Outlook, Etc.
- Excellent communication skills: telephone etiquette, writing ability
- Sales / Marketing / Presentation abilities
- Greeting Skills: Walk-in traffic, telephone inquiries