



## DEVELOPMENT INTERN

### **Description:**

As the Development Intern, you'll work directly with our Development Director and have many opportunities to work with several members of the team. This position consists of working in UWP's database to maintain data accuracy, learn organization skills, experience event planning, and spend time with leaders within UWP to grow their leadership skills.

### **Responsibilities:**

- Aid in database cleaning
- Monitor and update project management platform
- Prepare and run reports
- Assist in the execution of events and special projects

### **Qualifications:**

- Excellent written & verbal communication skills
- Strong organizational skills
- Strong attention to detail
- Strong problem solving skills
- Respect of confidential information

### **Time Commitment:**

- 10-15 hrs/week

### **Location:**

- UWP Office in Lima, NY
- Hybrid
- Remote

To apply, please submit a resume and cover letter to the Ugandan Water Project's Development Director, Cara Reindl, at [cara@ugandanwaterproject.com](mailto:cara@ugandanwaterproject.com). Applications are accepted on a rolling basis.