

## **Non-Profit Administration Interns:**

Individuals will assist with outreach, program administration, volunteer coordination, operations, special projects, and events, as well as general administration (fundraising, mailings, etc.). This is an excellent opportunity for students seeking real-world experience in all aspects of grass-roots, non-profit organization. Interns will work directly with staff, volunteers, and other social service organizations under the guidance of the Executive Director and Director of Community Engagement.

*Required Skills:* Must possess strong organizational, communication, and computer skills. Must be able to evaluate and prioritize multiple projects, maintaining quality across several concurrent initiatives. Should possess general office skills, and professional attitude.