

## Children First Intern Position Description:

A Children First intern will have the unique opportunity to engage in social work practice on a macro level. This position will provide deep insights on how to effectively manage and support a nonprofit organization.

This position involves assisting the Executive Director with:

- Fundraising
- Grant Writing
- Donor Engagement and Management
- Grant Management
- Facilities Management
- Human Resources Development
- Organizational and Structural Management
- Board Structuring and Development
- Other macro-level non-profit work
- Data Management and Research

Interns must be/use/have:

- well organized, flexible, and creative
- Clear and direct communication and have a good understanding of their availability
- able to engage well with others and bring an enthusiastic energy to the team
- Initiative and follow through. Work will be done on an on-going individual basis, with weekly check-ins.
- Good writing skills
- Able to manage and complete multiple tasks in a timely manner and understand how to prioritize those tasks efficiently to meet deadlines
- Able to ask for help if they need further clarity about a task
- Dedicated to the mission of Children First and constantly strive to think of thoughtful new ways to strengthen the organization

Much of the tasks and projects will be behind the scenes work that is necessary for the organization to run smoothly. Individuals who have a passion for social work, nonprofit management, a positive attitude, and have a strong desire to help the Children First vision become a reality, will thrive in this position.

Managing a nonprofit is a group effort in which interns play a key part.

Internship hours vary from 5-15 hrs of virtual work a week, much of that schedule you will be able to determine, but there will need to be times that our schedules overlap (M-F 9-5pm). There may be some in-person tasks that would be up to 1-2 hrs a week.

Interns will need:

Access to their own computer and internet

A working knowledge of Microsoft Teams, The Google Suite and Canva, and/or a willingness to learn these platforms.

Projects for May-August 2021

Uploading new Donor Database with information

Research storage space options

Strategic Plan work

Grant Applications

Audit

Summer Retreat Planning

Onboarding of New Staff tasks

Board Governance

Capital Campaign

Marketing Materials

Social Media Posts

COVID 19 Protocol

Other projects that arise over the summer