

NP Management & Operations Intern JOB DESCRIPTION



Position: Internship – Non Profit Management

Commitment: 10 -15 hours a week

Dates: Flexible

Supervision: Reports to the Office Manager

Assistance League® of Phoenix seeks a motivated college student with an interest in operations or non-profit management.

The Nonprofit Management & Operations intern will gain a first-hand understanding of the day to day operations of a non-profit and will assist in all aspects of management including administration, finance, outreach, communications and evaluations.

Responsibilities

- Learn and assist in cohesive project planning and implementation
- Assist with research on policies and procedures
- Research, design and implement ideas for community outreach
- Develop strategies to strengthen social media presence
- Draft communications about activities and results, including but not limited to one-pagers, press releases, success stories and flyers.
- Learn and assist in volunteer recruitment
- Play an active role in the implementation of awareness and giving campaigns
- Assist in planning events and other activities
- Provide support to Program staff on special projects
- Assist with mailings, social media and special projects as needed
- Assist with donor tracking, acknowledgement and database management

Knowledge, Skills & Abilities

- Strong writing and communication skills
- Knowledge of Microsoft Office applications
- Interest in a career in nonprofit management and/or business operations
- Working towards a degree in Non-Profit Management, Communication or Business

How to Apply

1. Fill out ALP's Interest Form (can be found at www.alphx.org/volunteer)
2. Submit **Interest Form**, **Resume** and a **short statement** telling us why your perfect for this role to volunteer@alphx.org

Assistance League® of Phoenix is a volunteer driven nonprofit that improves the lives of children through programs that fulfill basic needs, foster self-esteem and enhance the quality of life.