



Nonprofit Administration Internship

Remote Position

JOB CLASSIFICATION: Internship – Paid with Stipend

Duration 6-9 months

The Nonprofit Administration Intern will be responsible for a variety of administrative and operational tasks in support of BACKBONES mission.

Responsibilities & Qualifications

Responsibilities during the internship will include, but not be limited to the following:

- Day-to-day administrative duties as assigned by executive director and staff
- Assist with expanding the library of individual stories by interviewing clients and staff and gathering written accounts of their experiences and collecting photographs to demonstrate program impact.
- When appropriate, develop, and write grant applications to funding entities under the supervision of staff
- In collaboration with staff, research, develop, and distribute communications materials such as press releases, newsletters, marketing emails, brochures, and social media posts
- Assist with timely and accurate entry into donor management system
- Assist with outreach and communications with community organizations
- Prepare materials for meetings and events
- Assist with planning and implementation of events
- Become proficient on all office systems including: Salesforce, Dropbox, Google Docs, Mailchimp, Zoom, etc.

Qualifications for the ideal candidate:

- Completed or working toward a college degree in a related field (e.g., business administration, nonprofit management, social entrepreneurship, marketing, event planning or other relevant major).
- An effective communicator in written and oral form
- Ability to handle multiple deadlines
- Detail-oriented, proactive, a love for organization and administration, ability to prioritize
- Technical computer skills, especially in Microsoft Word and Microsoft Excel
- Comfortable working alone on assignments and in collaboration with others
- Internal management and project coordination a plus
- Previous internship or related experience a plus

To apply for this internship, please send us your current resume that reflects any relevant experiences and skills as well as a cover letter that explains what you will bring to the position and what you hope to gain as an intern. Include three personal goals for this internship. Send to: info@backbonesonline.com with subject line "Nonprofit Administration Internship"