



## Foundation Operations & Administration Intern

The Carbon County Community Foundation welcomes applications from qualified candidates for the Foundation Operations & Administration Intern position. This opportunity is being offered in partnership with the Carbon County Workforce Training Office's 2023 Summer Youth Employment Program. Candidates must reside in Carbon County, PA, and must be between the ages of 14-24.

The internship is a great opportunity for students interested in learning about and working in the nonprofit or public sectors, getting behind-the-scenes experience at a successful Community Foundation responsible for a multi-million-dollar portfolio, donor outreach, and community support. This is a paid position (\$10.35/hr), part-time (25-30 hrs/wk) with the potential for up to full-time (40 hrs/wk). Occasional evenings and weekends as needed.

### Responsibilities include:

- Work alongside the President & CEO to administer the Foundation portfolio of 40+ charitable funds.
- With the President & CEO, coordinate grants through the lifecycle, including pre-award grant assessment rubrics, award and award letters, and post-award reporting.
- Assist in preparation for Foundation meetings and presentations (internal and external)
- Create content and templates for award letters and donor letters.
- Coordinate Foundation calendar including community outreach, fundraising, and events.
- Provide new contact follow-up, including email, letters, and phone calls.
- Other duties as assigned and as identified by you – **this is an opportunity to learn, so any skills or projects you want to try, we are open to giving you the freedom to do so**

### Preferred Skills include:

- Current or intended major in business, business administration, nonprofit management, project management, or a public administration-related field.
- Some experience with projects, team projects, and project management.
- Customer service experience with proven ability to solve problems
- Strong verbal and written communication skills.
- Attention to detail and high motivation to learn.
- Comfortable working with the Microsoft Office suite
- Energetic, resilient, and team-oriented.
- Access to reliable transportation, if not a licensed driver with a vehicle

To apply, please submit a cover letter and resume via email to [director@cccfoundpa.org](mailto:director@cccfoundpa.org).

For more information, please contact Sharon Alexander at the Carbon County Community Foundation at 610-730-2526 or [director@cccfoundpa.org](mailto:director@cccfoundpa.org).