

Nonprofit Services & Communications Intern

POSITION INFORMATION

Employer	Charities Review Council
Division	N/A
Title	Nonprofit Services & Communications Intern
Description	<p>Who we are:</p> <p>Charities Review Council's mission is to mobilize informed donors and accountable nonprofits for the greater good. Through cloud-based nonprofit technical assistance, responsive customer service, nonprofit learning communities, and donor education, we are building a culture of philanthropy where donors and nonprofits are engaged partners, working together toward stronger communities.</p> <p>Internship Overview:</p> <p>We're looking for a bright, entrepreneurial and energetic intern who loves nonprofits to join our team this summer. In your internship with Charities Review Council's Nonprofit Services Team, you'll learn about nonprofit standards of accountability by reviewing and evaluating materials submitted during our online, nonprofit review process. You'll also engage with nonprofit outreach efforts, social media marketing and so much more!</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist with the nonprofit review process, including preliminary verification of information provided • Write, edit, and distribute communications to participating nonprofits • Conduct prospect research of potential Accountability Wizard® nonprofit participants • Write, edit, and post nonprofit-related content to our website, and social media • Phone, email and the occasional mail communications with donors regarding nonprofit organizations and their solicitation requests • Assist with the coordination, planning, and promotion of Council events. • Research/Special projects as needed • Administrative duties as needed

Location

LOCATION

Nationwide
no

City
St. Paul

▼ HOW TO APPLY

<http://bit.ly/CRCInternship>

Requested Documents:
Resume
Cover Letter

Applications accepted via:
Other

▼ ATTACHMENT(S)

 [Job Description](#)

▼ IMPORTANT DATES

Posted On:
Mar 30, 2017

Applications Accepted Until:
Apr 30, 2017

▼ CONTACT INFORMATION

Employer Charities Review Council
Name Ms. Abby Wright
Title Nonprofit Services & Communications Specialist
E-mail abby@smartgivers.org
Website <http://www.smartgivers.org>
Phone (651) 224-7030
Address 2334 University Avenue West,
 Ste 150
 St. Paul, MN
 55114 United States

State/Province
Minnesota

Country
United States

Position Type Paid, Internship

Desired Major(s) All Majors

Desired Class Level(s) Sophomore, Junior, Senior, Alumnus

Work Authorization US Citizen

Salary Level \$10 per hour, capped at 60 hours per month. 📅

Job Function Business Operations, Services, Administration, Fundraising, Development, Marketing Communications, Public Relations, Events, Non-Profit, International Development, Social Services, Writing, Publishing, Journalism, Broadcast

Desired Start Date May 8, 2017

Duration 3-6 month initial commitment

Approximate Hours Per Week 12-15 hours per week

Travel Percentage No Travel

Qualifications Qualifications:

- Excellent oral and written communication skills
- Innovative and creative
- Ability to work independently and seek consultation when needed.
- Excellent time-management and organizational skills
- Detail oriented
- Interest in philanthropy and/or nonprofit administration
- Interest and knowledge of social media platforms preferred, but not required

Attachment(s)

Title
Job Description

File Name
[Nonprofit Services & Communications Internship Position Descript](#)

Size
571002

