

INTERN JOB TITLE: Nonprofit Management Intern TYPE: College/University  
REPORTS TO: Executive Director SCHEDULE: Flexible Hours  
DIV/DEPT: Programs DATE UPDATE: 1/6/22

*Ark Counseling and Wellness Center believes that each intern as an integral part of the organization's mission and a valued team member. Therefore, it essential that all interns know that Ark Counseling and Wellness Center is a 501 (C)(3) faith-based nonprofit. The Ark Counseling and Wellness Center's is a 501(c)(3) faith-based nonprofit that conducts outreach; provides physical, mental, and spiritual support; teaches, shares insight with, and equips individuals to reach their full potential; and provides mental health counseling. We believe every individual deserves total well-being and rich fulfillment of their purpose in life.*

## **SUMMARY OF POSITION**

The *Nonprofit Management Intern* will gain practical work experience in the area of nonprofit management, volunteer recruitment & coordination, and program management. This intern position supports building a deeper understanding of how nonprofits work. The Ark Counseling and Wellness Center hands on board development, volunteer coordination, program development & management, fundraising, grant writing/management, and human services work experiences.

## **DUTIES AND RESPONSIBILITIES**

### Board Development

- Provide support to the President & CEO as it pertains to the Board
  - o May assist with preparing the Board Agenda, preparing Board Reports, working with Board Committees, assist with Board Orientations, and Board Meetings

### Volunteer Recruitment & Coordination

- Recruit volunteers
- Post Volunteer Recruitment Posts
- Provide a Volunteer Recruitment Presentation
- Maintain Volunteer Calendar for Ark Counseling and Wellness Center
- Provide Volunteer Orientation

### Program Development & Management

- Assist with project coordination.
- Assist with grant deliverables.
- Conduct Market Research.
- Assist with press releases.

### Fundraising

- Assist with event planning for fundraisers
- Collaborates with team mates to create new ideas for fundraising campaigns

## Grant Writing/Grant Management

### **SKILLS AND QUALIFICATIONS**

- Mature Christian with a good familiarity with God's word
- Excellent Computer skills
- Familiarity with Microsoft Office, Google Workspace
- Social Media skills and experience
- Able and willing to establish and conduct healthy relationships that encourage accountability, personal growth and responsibility, facilitating identify in Christ
- Organized (people and task oriented) and possess strong written, oral, and interpersonal communication
- Culturally competent and aware
- Ability to work independently, take initiative, prioritize workload, detail oriented and meet deadlines.
- Able and willing to adapt to various duties, be flexible, and be able to multi-task.
- Must pass background check.

### **EDUCATION/EXPERIENCE**

- Previous experience working with or volunteering with nonprofit organizations
- Completion of half of a degree program in Nonprofit Management, Management, or Nonprofit Related degrees

### **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally: 1%-33%; Frequently: 34%-66%; Continuously: 67%-100%*

*Climbing Stairs – Occasionally*

*Work environment is primarily indoors/virtually. - Continuously*

### **EQUIPMENT/TOOLS USED**

*Computer Fax Phone Social Media Software*

\*Full Academic Year Internships are encouraged.

Flexibility in start/end dates may be arranged.

flexibility to work in the evenings and on the weekends  
Internship hours throughout the week are flexible.

Location: Telecommuting/Remote (until further notice)

*Please send your cover letter and resume to [fsomoye@arkcounselingcenter.org](mailto:fsomoye@arkcounselingcenter.org)*