

CHARITIES REVIEW COUNCIL

NONPROFIT SERVICES & COMMUNICATIONS INTERN

Position Description

WHO WE ARE: Charities Review Council's mission is to **build donor and nonprofit relationships for strong, vibrant, and just communities**. 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.

INTERNSHIP OVERVIEW: We're looking for a bright, entrepreneurial, and energetic intern who loves nonprofits to join our team. In your internship with Charities Review Council, you'll learn about nonprofit standards of accountability and transparency by reviewing materials submitted during our online nonprofit review process. You'll also support donors with making informed and confident giving decisions.

RESPONSIBILITIES:

- Assist with our online Accountability Wizard® nonprofit review process, including preliminary verification of information provided
- Provide excellent customer service to donor and nonprofit partners (phone, email, mail)
- Write, edit, and post nonprofit-related content to our website, social media, and the Giving Matters Blog
- Research and special projects, as needed. Previous interns have conducted research on nonprofit legal requirements, event sponsors, marketing analytics, grant-writing, and more!
- Administrative duties as needed

This is a great position for someone who has...

- Excellent oral and written communication skills
- The ability to work independently and seek consultation when needed
- Excellent time-management and organizational skills
- Demonstrated initiative and a strong desire to learn and contribute
- Interest in philanthropy and/or nonprofit administration
- Interest and knowledge of social media marketing (preferred, but not required)

WHY JOIN OUR TEAM? Gain hands-on nonprofit experience and acquire new skills. Learn and develop an understanding of Charities Review Council's 25 Accountability Standards®, the Accountability Wizard® nonprofit review process, and donor expectations. Learn about Minnesota's vibrant nonprofit sector, explore career possibilities, build your network, and work alongside our talented and experienced staff.

SALARY: \$10.25 an hour, with a cap of 60 hours a month. Free parking is available on-site.

TIME COMMITMENT: 4–6 month commitment (at a minimum). 12–15 hours per week. Flexible schedule within normal office hours of 9:00 am – 4:30 pm, Monday through Friday.

NEXT STEPS: Complete the application on our website at <http://bit.ly/CRCInternship>.

APPLICATION DEADLINE: April 23rd, 2018, 9:00 am CST.