

Nonprofit Management Internship

The Nonprofit Management Internship will give interns hands-on experience in the management of a nonprofit organization. Internships are tailored to the interests and skills of the individual intern and the needs of the organization during the internship period. The list below gives examples of some of the duties in each of the following core service areas, as well as other key function areas, to which a Nonprofit Management Intern may be assigned.

Examples of Duties:

- Training and Technical Assistance
 - Research and secure training materials on child welfare-related subject matters
 - Research and identify potential presenters for training sessions
 - Coordinate assigned logistics for training events
 - Update and maintain online training and resource library
- New Program Development
 - Gather information about the need for CASA in un-served areas of the state
 - Contact stakeholders, organize and promote informational meetings
- Legislative/Public Policy
 - Review, summarize and track proposed legislation, gather information about policy changes and court decisions and disseminate information to CASA affiliates.
 - Draft testimony for assigned bills
- Public Awareness/Communications
 - Identify and implement strategies to promote awareness of the organization, the needs of children served and upcoming events via traditional and social media.
 - Create content for web site and social media platforms
 - Compile and analyze data and create reports for various target audiences
 - Evaluate current recruitment strategies and recommend changes to PR plan
- Resource Development
 - Research potential funding opportunities, maintain updated database of potential funders, gather information and draft funding proposals
 - Carry out assigned tasks in support of fundraising events and activities
 - Maintain and update donor records and create content for donor communications
- Board Relations
 - Work with Executive Director and Board of Directors to develop strategic plan
 - Track and report on progress toward goals
 - Gather information, research items and conduct other follow-up for board committee meetings.