



<b>Nonprofit Management Assistant Intern</b>	
Sustained Outcomes	<ul style="list-style-type: none"> <li>▪ Some of the most vulnerable children in Cambodia will be given the opportunity to receive quality education, leading to professional careers</li> <li>▪ Entire families will escape the cycle of poverty</li> </ul>
Initial Impact	<ul style="list-style-type: none"> <li>▪ Students served by the Children's Future Learning Center will be safe, healthy, and in school</li> <li>▪ Families of students served will improve their health, nutrition, and quality of life</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>▪ Flexibility to determine particular interests regarding internship roles and responsibilities</li> <li>▪ Access to cutting-edge, ongoing training and collaboration with individuals working on international development in an engaging office environment (Posner Center for International Development)</li> <li>▪ Opportunities to meet people with similar interests</li> <li>▪ Work with Executive Director and Director of Operations</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>▪ Conduct various administrative and research projects, including researching university scholarships, grants, etc.</li> <li>▪ Assist with donor and volunteer management</li> <li>▪ Coordinate speaking and networking opportunities for Executive Director</li> <li>▪ Expand Children's Future's fundraising opportunities and assist with the coordination and execution of various fundraising events</li> <li>▪ Assist staff with communications and outreach projects</li> <li>▪ Conduct daily administrative tasks</li> <li>▪ Other duties as assigned</li> </ul>
Training	<ul style="list-style-type: none"> <li>▪ Salesforce.com (online donor database) training</li> <li>▪ Continuous training from the Executive Director and Director of Operations in all areas</li> <li>▪ Occasional international development trainings at Posner Center</li> </ul>
Support	<ul style="list-style-type: none"> <li>▪ Ongoing support and supervision from Executive Director and Director of Operations</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>▪ <b>January 2017- June 2017</b></li> <li>▪ 10-20 hours per week, flexible</li> <li>▪ Flexible daily schedule</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree, or in process, in a related field preferred</li> <li>▪ Experience in or knowledge of nonprofit management</li> <li>▪ Excellent writing and research skills</li> <li>▪ Organized, efficient, and detail-oriented</li> <li>▪ Motivated and self-directed</li> <li>▪ A commitment to Children's Future's mission</li> </ul>
Application Guidelines	<ul style="list-style-type: none"> <li>▪ Email cover letter and resume to <a href="mailto:info@childrensfuture.org">info@childrensfuture.org</a> by <b>November 28, 2016</b>.</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>▪ <b>This is an unpaid position that must be completed at the Posner Center in Denver, Colorado. Children's Future will not cover relocation or living costs.</b></li> </ul>