

S.O.U.L. Foundation Operations Intern

S.O.U.L. (Supporting Opportunities for Ugandans to Learn) Foundation seeks a motivated and dynamic candidate looking to gain a range of experiences in a nonprofit international development organization. The intern will assist in a variety of capacities, including database and organization management, management and streamlining of the student sponsorship and volunteer programs, outreach and research, and daily administrative projects. The intern will work in close collaboration with the Director of Operations, Communications and Operations Manager, other staff and volunteers.

More about S.O.U.L.: Built upon a foundation of trust and collaborative solutions, S.O.U.L. Foundation focuses on using a community-development driven model to eradicate poverty in rural Eastern Uganda. Our main initiatives are women's empowerment, education, maternal health, and food security. We have projects ranging from large-scale fish pond farming, to chicken rearing, women's leadership education, agriculture, pre-primary education, student sponsorship and more. Once invested in these programs, community members emerge as leaders and teachers for their fellow Ugandans. For more information, please check out our website: www.souluganda.org.

Time/Duration: This is a 6 month internship with a possible extension. Anticipated training will be at the end of April with the internship running May-October 2017. The internship will be 15–20 hours per week (2-3 days per week) preferred. Work days can be flexible as needed.

Location: Posner Center for International Development – 1031 33rd Street, Suite 174, Denver, CO 80205

Duties & Responsibilities:

- Use Salesforce (CRM system) to assist staff with contact and donor management
- Assist staff with the management of the student sponsorship program, including managing and updating beneficiary and donor data in Salesforce, sending donor acknowledgement and program-specific correspondence, providing deliverables requested by field staff, and helping U.S. staff streamline program management and development processes
- Contribute to the management of the volunteer programs, including communicating with prospective US volunteers traveling to Uganda, and streamlining management and information systems for the Uganda volunteer program, and assisting in updating the U.S. intern/volunteer programs
- Efficiently and effectively manage daily administrative tasks
- Conduct outreach and research projects as needed
- Undertake other tasks as assigned

Fostering sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and health.



Qualifications:

- Bachelor's Degree, or in process, in a related field preferred
- Strong organizational skills and exceptional attention to detail
- Self-starter who can effectively manage time with a varied workload and follow through on all projects
- Effective written and oral communicator with demonstrable teamwork experience
- Creative, strategic thinker who is invested in making a significant contribution to the streamlining of organizational operations
- Interest or experience in international development, nonprofit management, and/or African issues and development
- Computer literacy skills required (Google Drive, Microsoft Office)
- Proficiency in Salesforce a plus, but not required

Compensation & Benefits: This position is unpaid, but it offers the following benefits:

- Continuous support and supervision from Director of Operations, Communications and Operations Manager, and other staff
- Opportunity to learn about and understand the day-to-day efforts of an international nonprofit organization
- Ability to develop a range of professional skills relevant to nonprofit work and the international development field
- Access to a robust, engaging network of international development professionals at the Posner Center, including access to community events and trainings

To apply: Submit your resume, cover letter, and a sample of your operations work to jobs@souluganda.org with Operations Intern in the subject line. Applications should be submitted by March 15 for best opportunity of an interview.

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