



Nonprofit Management Assistant Intern	
Sustained Outcomes	<ul style="list-style-type: none"> ▪ Some of the most vulnerable children in Cambodia will be given the opportunity to receive quality education, leading to professional careers ▪ Entire families will escape the cycle of poverty
Initial Impact	<ul style="list-style-type: none"> ▪ Students served by the Children's Future Learning Center will be safe, healthy, and in school ▪ Families of students served will improve their health, nutrition, and quality of life
Benefits	<ul style="list-style-type: none"> ▪ Flexibility to determine particular interests regarding internship roles and responsibilities ▪ Access to cutting-edge, ongoing training and collaboration with individuals working on international development in an engaging office environment (Posner Center for International Development) ▪ Opportunities to meet people with similar interests ▪ Work with Executive Director
Key Responsibilities	<ul style="list-style-type: none"> ▪ Conduct various administrative and research projects, including researching university scholarships, grants, etc. ▪ Assist with donor and volunteer management ▪ Coordinate speaking and networking opportunities for Executive Director ▪ Expand Children's Future's fundraising opportunities and assist with the coordination and execution of various fundraising events ▪ Assist staff with communications and outreach projects ▪ Conduct daily administrative tasks ▪ Other duties as assigned
Training	<ul style="list-style-type: none"> ▪ Salesforce.com (online donor database) training ▪ Continuous training from the Executive Director in all areas ▪ Occasional international development trainings at Posner Center
Support	<ul style="list-style-type: none"> ▪ Ongoing support and supervision from Executive Director
Commitment	<ul style="list-style-type: none"> ▪ June 2017-August/September 2017 ▪ 10-20 hours per week, flexible ▪ Flexible daily schedule
Qualifications	<ul style="list-style-type: none"> ▪ Bachelor's Degree, or in process, in a related field preferred ▪ Experience in or knowledge of nonprofit management ▪ Excellent writing and research skills ▪ Organized, efficient, and detail-oriented ▪ Motivated and self-directed ▪ A commitment to Children's Future's mission
Application Guidelines	<ul style="list-style-type: none"> ▪ Email cover letter and resume to info@childrensfuture.org by May 26, 2017
Additional Information	<ul style="list-style-type: none"> ▪ 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.