



Internship: Project Assistant

The Community Foundation of Northern Colorado is a nonprofit, public charity established in 1975 by local community leaders. The Foundation manages hundreds of charitable funds, each separately accounted for, and each with its own design and purpose.

- **Our mission** is to provide a trusted, local platform that enables people to give more effectively and to think strategically and creatively about the future of our community.
- **Our vision** is to be the regional leader in building a more engaged, philanthropic, and visionary community.

Internship Description

Student interns provide administrative and project-specific assistance to the Community Foundation staff. Internships provide students with valuable opportunities to participate in activities that affect our community. The Foundation will work with students to identify areas of interest and develop these areas as projects and time allow. In turn, student interns are a tremendous asset to our organization.

Hiring Process

- We invite a select number of applicants to interview with Foundation staff. Following interviews, we select one or more students to volunteer at the Foundation for a two-week period for further assessment.
- During the two-week volunteer period, applicants will provide information necessary for a background check. **We offer successful applicants employment as a part-time Project Assistant. If a student's work performance meets or exceeds our expectations, we will invite them to continue their employment/internship.** The paid position may last as long as the relationship continues to be beneficial to both the student and to the Community Foundation.
- The Community Foundation sees great value in longevity of service for both the students and the organization. As a result, we specifically seek out interns who have an interest and ability to stay in their position for a minimum of 1 ½ years.

Job Duties: Interns typically focus their time in the following areas:

- Engage donors over the phone and in person in an easy, effective, and enjoyable manner to help them reach their charitable goals.
- Assist staff members by completing quality projects in the areas of office management, event management, project coordination, and a variety of other operations.
- Design, print, and organize electronic and printed promotional materials to ensure high-quality printed communication products.
- Communicate professionally with the Foundation staff, board, committee members, and key community leaders.

Position Details

- Start Date is negotiable
- Hours: 10-15 per week
- Compensation: \$12.00 per hour

Application Instructions

Interested students can email cover letters and resumes to Catharine Fallin at catharine@nocofoundation.org

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