



Internship: Project Assistant

The Community Foundation of Northern Colorado is a nonprofit, public charity established in 1975 by local community leaders. The Foundation serves as a catalyst for community initiatives by managing hundreds of charitable funds, each with their own design and purpose.

- **Our mission** is to inspire and unify the communities we serve.
- **Our vision** is centralized around the ideas of creating impact and leaving legacy.

Internship Description

Internships at the Community Foundation of Northern Colorado provide college students with opportunities to participate in meaningful work in order to develop marketable, professional skills. We allow students to dive deeper into the field of their choice and experience real, hands-on work with the local community while growing their professional portfolio. Responsibilities include assisting with events, donor relations, outreach, marketing, and operational management.

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 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, with the position ending upon graduation.

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: \$13.00 per hour

Application Instructions

Interested students can email cover letters and resumes to Lizzie Gauriloff at lizzie@nocofoundation.org

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