Non-Profit Management Intern

Location: Local

Time Duration: Temporary

Job Description

Job Summary: An **unpaid** internship, 2 to 12 hours a week, flexible to fit your school schedule or school requirements. There will be weekly Intern Team supervision sessions and will report directly to the Board Chair. As we have no official office or business hours, most work can be accomplished at times to fit your own schedule, using phone, internet etc.

List of key responsibilities

* Selection and supervision of volunteers
* Organizing management plan for expansion of organization from local to national presence, including office, communications and staffing systems
* Organizing and implementing a web conferencing system
* Working with a Board of Director
* Other projects as mutually agreed on