



Nonprofit Internship Position Description

Thank you for your interest in a Nonprofit Administration Intern! Please fill out each section of the job description listed below. It is important to both the student's success and your satisfaction with the program that you give accurate and realistic details about the internship.

The purpose of the internship experience is for students to gain valuable work experience in a nonprofit organization, especially in areas of administration, management and leadership. This experience allows students to explore areas of interest and decide if this is an area for a potential career. The internship is not designed for simply running errands or completing office work, although these duties may be part of the larger, more directed learning experience.

The internship program is a cornerstone of the student's curriculum and without your help we could not give them this valuable experience. We will be contacting you soon about your internship position. (job description).

Organization Name:

Address:

Title:

Major Objective(s):

Intern Duties and Responsibilities:

Qualifications and Requirements: (Include necessary education, languages, preferred skills, credentials, time requirements, physical resources and human qualities necessary for performing duties. Also note what screening requirements may be needed with vulnerable populations (youth, seniors, special needs clients).

Orientation and Training: (Please list orientation times and dates if needed).

Schedule (Times) and Place of Work: (This should include hours of duty, days of the week, and where the intern is expected to perform the services. Also note if there is flexibility within the schedule).

Commitment Required: (The internship is designed for 45 hours per credit, up to six credits (270) hours within a semester. Please list the minimum and maximum the organization will need for each semester. This commitment is based on your organization's investment in training and supervising the intern.

Benefits: (Is this a paid or unpaid internship? List any other benefits that may attract students to your organization including job experience, references, freebies and future job opportunities).

Frustrations: (Aspects of the job which may be frustrating to prepare the intern for realistic expectations).

Satisfactions: (Personal satisfaction and learning experiences that will be attractive to interns).

Contact Information

Name:

Address:

Phone:

Email: