



SPRING 2012 INTERNSHIP OPPORTUNITIES

The mission of our internship program is to prepare young leaders for entry into the nonprofit sector by providing a thorough understanding of the internal functions of a capacity building services organization and to include the practical application of attained knowledge. For Spring 2012, we will select up to **four interns**.

Orientation for new interns will begin in **mid February**. The internship ending date will be in **mid June** although both the starting and ending date may be flexible to accommodate interns' academic schedules and requirements. The deadline for applications is **Friday, February 3, 2012 by 5pm**. See page 3 for submission information.

I. About the Community Resource Center (CRC)

CRC is a nonprofit organization, established in 1981, **to create opportunities, tools, and strategies to develop nonprofits and community groups to strengthen Colorado**. To achieve this mission, CRC provides affordable, accessible, and high quality technical assistance and capacity building services to community-based organizations throughout Colorado. CRC provides training and consultation in all areas of nonprofit management, including leadership and management, financial management, succession planning, strategic planning, board and constituency development, community organizing, fundraising, grant writing, nonprofit start-up services, measuring impact, technology, and inclusiveness.

In addition to training and consulting in these areas, CRC publishes *The Colorado Grants Guide*, operates the Colorado Nonprofit Leadership and Management Program, convenes two Rural Philanthropy Days (RPD) events across the state each year, and provides executive coaching to nonprofit leaders. Additional information about CRC's programs and services is available on the CRC website at www.crcamerica.org.

CRC provides these services exclusively to community-based nonprofit organizations, community groups, and governmental entities. We have extensive experience working with organizations throughout Colorado and have a deep understanding of the opportunities and challenges such organizations often face in seeking to fulfill their missions. CRC's main priorities in working with its clients include helping organizations achieve their missions more successfully, increase their impact in their communities, and enhance their long-term sustainability.

More than 2,500 Colorado nonprofit organizations, community groups, and individuals typically use CRC services each year. Of this total, CRC provides one-on-one services to more than 425 Colorado nonprofits each year. In working with a diverse set of organizations, we know that every organization is different and requires specialized and tailored consulting services to meet their specific needs. This approach is reflected in this proposal.

II. Internship Responsibilities:

Doing hands-on volunteering in a direct service nonprofit can be a very different experience than doing the "business" of running a nonprofit. Both experiences play a critical role in the success of the nonprofit sector. This internship will help emerging leaders establish a foundation of knowledge in key areas of excellence in nonprofit operations: specifically, research and evaluation. Interns will gain valuable team project experience as well as have the opportunity to influence and implement some individual projects. Interns at CRC can expect to build specific skills in the following areas:

- Increase planning, organizational, and time management skills
- Learn project design, management, and delivery
- Increase knowledge of nonprofit-specific technology tools
- Develop team-based work competencies
- Familiarity with salesforce.com, guidestar.org, constantcontact.com, and surveymonkey.com

III. Projects and Responsibilities:

Research Projects:

CRC is seeking for **four interns** to work in independent and team-based groups to advance our mission through conducting ongoing research for the following projects:

Colorado Grants Guide Online:

- Research and analyzing funder support to Colorado through Forms 990
- Accurately enter data while maintaining a consistent writing style
- Organize and sort data of clients served

Interns will play a significant role in the development of *CRC's Nonprofit Leadership and Management Program*.

Duties include:

- Outreach to past participants of the program
- Analyze data to create accurate summary reports
- Development of social media and/or blog site

Other projects to be completed by interns:

- Analyze data to create summary reports for CRC trainings
- Create a detailed resource guide of services in the Denver-Metro area
- Research historical data for RPD and Leadership program
- Market all CRC programs
- Work with CRC's development committee on special projects assigned
- Assist with planning of NE Rural Philanthropy Days
- Development of supplemental material for use at CRC trainings

IV. Qualifications:

Rising college juniors and seniors from all majors, as well as first- and second year Masters students in a field related to social sciences. Recent Bachelors and Masters degree recipients and exceptional rising sophomores may also be considered.

- A "B" average (3.0GPA) is required
- A desire to serve the nonprofit sector in some significant capacity after graduation
- Some familiarity with your preferred program area is strongly preferred
- Excellent time management and project management skills
- The ability to work on several different projects concurrently
- The ability to meet deadlines on time or early
- Excellent writing and information analysis skills
- A good sense of humor and the ability to get along with many types of leaders
- Ability to be flexible with CRC's changing needs, such as the occasional support of daytime classes
- A high comfort level with web-based communication and web-based programs such as **Constant Contact, Salesforce, Guidestar, and SurveyMonkey**
- Proficiency in MS Word, Office, Excel, and PowerPoint required; proficiency in MS Access and Visio optional but preferred

V. Program Incentives and Compensation

Although this internship is **unpaid**, we are able to work with our interns and his/her school(s) to assist the individual in receiving college credit. We will also be happy to provide this as an opportunity to fulfill volunteer requirements for particular scholarship or loan forgiveness programs. CRC offers many opportunities to increase your knowledge of nonprofit management, personal development, and professional skills. This will not only benefit your growth at CRC but with your entire future.

1. The primary incentive in this program is the opportunity to investigate a career opportunity in the nonprofit sector with hands-on experience prior to graduation. Once completed, the intern will have sufficient knowledge necessary to determine if a career in the nonprofit sector, or in an internal leadership role at a nonprofit, is the right opportunity to pursue.
2. Each intern will be participating in specific projects that have a direct impact on our ability to deliver our services and fulfill our mission across Colorado.
3. Each intern will work closely with their supervisor to develop the details of their project assignments and then effectively manage them within the organization.

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4. Each intern will be interacting with a variety of professional and generational styles, thereby giving them the opportunity to learn more about which workplace styles they prefer and which are more challenging
5. Interns may be eligible for class credit. CRC has worked with Arizona State, Metro State, Regis University & University of Denver to help students meet volunteer or class credit requirements.
6. Interns may also take advantage of the opportunity to participate in specific CRC-led trainings and workshops during the period of their service and for the three months following the conclusion of their internship.

VI. Work Schedule

Interns should expect to spend the majority of their internship in our local office. Depending on project work plan and each intern's performance, some aspects of certain projects may be done off-site. Our office is located at 444 Sherman (Speer & Sherman) and accessible by public transit. There is also free parking available for CRC visitors.

Orientation for new interns will begin in **mid February**. The internship ending date will be in **mid June** although both the starting and ending date may be flexible to accommodate interns' academic schedules and requirements.

VII. Submission or Questions

If an internship with the CRC appeals to you, please submit the following by **Friday, February 3, 2012 by 5pm (Electronic submission is required)**:

- Resume
- Cover letter (should address availability and highest education level completed)
- Unofficial transcript

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The Community Resource Center is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, ethnicity, religion, national origin, gender, sexual orientation, gender expression, disability, veteran status, or marital status.