

INTERNSHIP OPPORTUNITY

Chapter Program Intern

TITLE OF INTERNSHIP: **Chapter Program Intern**

REPORTS TO: Chapter Relationship Managers

GOAL OF PROJECT AND LEARNING OBJECTIVES:

The Chapter Programs intern will work with the Chapter Relationships Managers to enter and analyze end-of-year data, creating reports and case documentation for our High School Chapter programs. Through this experience, the intern will gain knowledge about character education programming and the process of starting and implementing an afterschool program in high schools. The Chapter intern will also understand the importance of data collection and reporting within the nonprofit sector.

INTERN DUTIES AND RESPONSIBILITIES:

- Update records by inputting data from all active High School Chapters into our Customer Relationship Management system
- Analyze data and create impact reports
- Create case documentation to share the mission and impact of our programs.

INTERN REQUIREMENTS AND QUALIFICATIONS:

PREFERRED AREAS OF STUDY/MAJORS: Education, Non-Profit, Communications

MINIMUM GPA/CLASS STANDING: Not specified

SKILLS: Data entry & analysis, High school curriculum understanding and development

COMPUTER/TECHNOLOGY EXPERIENCE: Microsoft Office, Google Classroom

DESIRED HOURS: 10-15 hours/week

TO APPLY:

Send your resume and a cover letter stating why you want to intern with us and what skills make you a great candidate for this internship. Send to kathie@becauseisaidiwould.org with "Internship Application" in the subject line.

20525 Center Ridge Road, Suite 500, Rocky River, OH 44116

216.226.3770

becauseisaidiwould.org

hr@becauseisaidiwould.org

**because
I said
I would.**