



NATIONAL
ABILITY
CENTER

Non-Profit Management Internship Job Description

Description: Under the supervision of a member of the National Ability Center's Executive Staff, Interns will provide assistance and development to NAC's core programs and administrative functions. Specific duties will be discussed during interviews but may include the following: interacting with NAC's key stakeholders including participants and their family members, community partners, donors, board and committee members and staff, planning events, assisting in outdoor recreation programs, general support to financial HR, operations and marketing departments.

Required Skills: Ability to act as a liaison for National Ability Center by providing high quality services to NAC internal and external customers including volunteers and participants, partner organization, donors, and the public at large. Entrepreneurial spirit with a motivation to gain an understanding of all aspects required for an organizations success. Some college coursework or commiserate professional experience. Basic computer processing skills including MS Office.

Additional Recommended Skills/Licenses: Driver's License, proof of insurance, and completion of a Utah State background check.

Time Requirement: A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work a minimum of 10 hours per week. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and weekend work.

Compensation: Internships with the National Ability Center are not paid, but offer valuable hands on experience. NAC's Non-Profit Management Internship will provide applicants with a strong background in areas required for success in any business. Course credit may apply.

To Apply: Please submit an internship application and/or cover letter and resume along with 2 letters of reference. NAC's Non-profit Management Internship is a competitive program with between 1 and 4 applicants accepted each year. Applications are accepted on an on-going basis.