



POSITION DESCRIPTION: Program Intern

This internship will be engaged with a supporting role in the implementation of the Foundation’s grantmaking and scholarship programs. He/she will be working with the Program Director to support the Foundation’s grantmaking and scholarship initiatives and community outreach. This individual will also assist in general office administration as time allows.

Tasks will include:

- Provide administrative support to the Program Director for strategic projects such as the nonprofit training series, nonprofit interagency meetings, LIFE, and community leadership initiatives.
- Assist with the planning and coordination of the Foundation’s youth philanthropy program – LIFE.
- Assist with grantmaking and scholarship program data collection and research.
- Attend community meetings and report on issues and decisions relevant to assigned projects.
- Assist with scholarship program administration, which may include scholarship promotion and application management.
- Complete additional tasks, including but not limited to: covering the front desk, answering calls, data collection, managing meeting logistics, preparing agendas and other materials for meetings with leaders and team members.

Position Requirements

Education & Experience

- Currently enrolled as a college sophomore, junior, senior or graduate student at an Indiana college or university
- Pursuing a degree in business, business management, human services, education, organizational leadership, nonprofit management, communications, non-profit management, or related fields
- Experience with community service or nonprofit organizations preferred

Knowledge, Skills and Abilities

- Strong written and verbal communication skills with a professional attitude and demeanor
- Highly organized with acute attention to detail and the ability to prioritize time-sensitive projects
- Proficiency in Microsoft applications with an ability to learn our internal database and application system
- The ability to work independently and cooperatively as a team player on a vibrant and growing team

Specifics

- **Internship Dates:** January 2024-May 2024, with opportunity for additional internship in summer 2024 and fall 2024
- **Pay rate:** \$15.00/hour
- **Hours:** 15-30 hours/week

Please submit a resume and short cover letter to Octavia Yoder at oyoder@lccf.net.