



Nonprofit Administrative and Management Intern (Unpaid)

About the Organization:

Located in Tacoma, Washington and established in 1972, Rebuilding Hope! Sexual Assault Center for Pierce County offers support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration, Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

About the Internship:

Your work as the Administrative and Management Intern (unpaid) provides support in day-to-day administrative and finance activities as well as marketing and fundraising. This position is perfect for someone who is interested in nonprofit management, has strong computer skills, and can work independently while maintaining a positive working relationship with the Office Administrator and Bookkeeper.

This is an MS Excel and internet research heavy position. Yes, there will be filing involved, but what we really want is an intern that wants to learn the ins-and-outs of grant management, financial oversight, and help in refining procedures to support our organization. Your work makes a difference: it makes it possible for our primary staff and volunteers to focus on the often taxing job of helping our clients recover from trauma.

Primary responsibilities include but are not limited to:

- Assist with grant management and reporting
- Assist with fiscal year planning
- Assist with general day-to-day office duties including filing
- Assist with research projects; for example: best practices, document management, grant opportunities.
- Assist with fundraising, event planning and marketing
- Additional duties as delegated by Office Administrator

Required Commitment:

- 6-month minimum commitment (can be negotiated to 4 depending on amount of hours worked per week)
- Available for a minimum of 8-10 hours per week
- Be available between the days and hours of Monday-Friday 8:30 am-5:30 pm, schedule TBD

Qualifications:

- MS Word and Excel
- Ability to multi-task, work independently, and take initiative
- Ability to maintain confidentiality of all aspects of job responsibilities
- Highly organized with excellent research skills and attention to detail
- Desire to continuously learn and confidence asking questions
- Ability to interact professionally with diverse groups

To Apply:

Send your resume with a brief statement as to why you are interested in the internship to: renae@hopesacpc.org