

NSF Intern - Job Description (Remote)

NSF's Intern program offers a unique opportunity to get involved in a growing organization, hone entrepreneurial skills in a wide variety of areas, while doing great things for an important cause. Our Intern is a key part of our team and holds a meaningful role for NSF. The opportunity is available for those who are truly committed and have the time and energy to make a meaningful contribution to the cause. Past Interns estimate time ranges from 8-10 hours a week. The role offers a unique opportunity to see virtually every aspect of a small organization and provides experience in everything from marketing to finance to events, even sales and project management. This role is best suited for those who are efficient at time management, and who wish to be part of a growing team and meaningful cause!

Roles and responsibilities may include some or all of the following:

- Support remote logistics and back-office needs for various programs and projects.
- Manage / support online event applications / platforms (auctria / wedidit / etc.)
- Assist with and support all marketing campaigns, including correspondence with donors, sponsors and volunteers.
- Prepare marketing materials via Canva.
- Prepare social media posts and graphics (via Over / social media apps)
- Create event related signage and communications (via google slides / docs / etc)
- Manage NSF's social media with periodic updates / posts (Linked-In / Instagram).
- Work with local donors and businesses as needed.
- Prepare and assist with donor correspondence, including thank yous and tax letters.
- Assist with monthly close procedures.
- Organize and maintain google drive for programs and foundation, looking for opportunities for improvement.
- Maintain NSF's master database, including updating donor, provider and patient info, running reports periodically and tracking donations, ensuring accuracy of information and looking for opportunities for improvement.
- Help with online fundraising campaigns and events as needed.
- Help with data entry and general Foundation tasks as needed.

Qualifications / skills required:

- High level of proficiency in all office functions and applications including Google Suite (sheets, documents, forms and slides), Word, Excel, Powerpoint, Outlook email, etc.
- High level of comfort with various technology platforms and social media applications
- Ability to easily work with, navigate and manage data within Google Sheets
- Ability to meet deliverables, stay organized and on track in a dynamic environment
- Excellent time management skills / ability to efficiently manage workload and deadlines
- Excellent level of interpersonal and communication skills and ability to contribute easily to a diverse and dynamic team
- Adequate availability to allow participation as a main contributor to our team