

Nonprofit Management Intern

I. About

Supporting Opportunities for Ugandans to Learn (S.O.U.L.) Foundation uses a community-driven development approach to partner with communities to eradicate poverty in rural Uganda. Its main initiatives focus on education, women's empowerment, food security, and maternal health. Founded in 2009, S.O.U.L. now works in 14 communities across the Jinja and Iganga Districts and impacts over 9,000 rural Ugandans, the majority of whom are women and girls. As Ugandans become invested in each project, they emerge as leaders and teachers for their fellow Ugandans. For more information, please check out our website: www.souluganda.org.

Reporting to the Director of Operations, the Operations/Systems/Student Sponsorship Intern will oversee work related to systematizing and keeping up to date records related to S.O.U.L.'s Student Sponsorship Program. S/he will apply skills to the management and streamlining of organizational operations and systems.

II. Duties & Responsibilities

The primary responsibilities of this position include but are not limited to:

Operations and Administration

- Assist the Director of Operations in continually optimizing institutional processes and systems in order to grow the organization.
- Collaborate with the Director of Operations to manage the Student Sponsorship Program including:
 - managing sponsor communications and donations,
 - matching sponsors with students,
 - responding to field staff needs,
 - managing student and sponsor database,
 - coordinating student-sponsor communication process
- Manage and develop key organizational databases (including Salesforce, Google Drive, payment processing system, etc.).
- Lead outreach efforts for the organization in identifying and onboarding new individual and corporate student sponsors.
- Coordinate snail mail and deposit checks.
- Coordinate with Marketing and Communications Intern to integrate survey feedback and findings

Other

- Assist the Director of Operations and development team with event management as needed. This could include liaising with vendors, soliciting auction items, and helping execute day-of-event duties.

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- Manage and collaborate with relevant interns and volunteers.

III. Qualifications

Education

- Bachelor's Degree, or in process, in operations, nonprofit management, systems, business, or equivalent is required. Efforts towards a Masters in relevant field is preferred.

Professional Knowledge, Skills and Abilities

- 1-2 years of professional experience in a similar setting, including nonprofit, international setting, and/or communications/public relations experience.
- Strong computer skills, with experience working with Google applications, Microsoft Office, and Squarespace.
- Experience with CRM required, Salesforce knowledge preferred.
- Knowledge of international development, East Africa, and S.O.U.L.'s program areas preferred.

Personal Skills

- Passion and commitment to S.O.U.L.'s mission, programs, and future.
- Strong organizational skills and *exceptional* attention to detail.
- Effective written and oral communicator.
- Ability to take initiative, identifying opportunities and proactively putting forward ideas and solutions.
- Ability to be a team player while at same time able to work independently and be a self-starter.
- Ability to manage time effectively and in several different areas, prioritizing tasks, creating deadlines, and following through on all projects.
- Ability to remain calm under stress and always operate in a professional manner.
- Ability and willingness to work flexible hours.
- Positive, creative thinker who is ready to join a dynamic team.

Other

- Ability to work at the Posner Center for International Development in Denver, Colorado.
- Valid driver's license and access to a vehicle, especially during events.
- His/her own computer with relevant software.
- His/her own phone.

IV. Working Conditions

This is a minimum 3 month internship, with a 6 month timeframe preferred. The internship will be 20 hours per week (2-3 days per week) preferred. Work days can be flexible as needed.

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V. Compensation & Benefits Working Conditions

This position is unpaid, but it offers the following benefits:

- Access to the Posner Center, the hub of Colorado’s international development community, and work in an open office setting
- Opportunity to attend community events, trainings, workshops hosted by the Posner Center and/or Posner Center tenants and members
- Become an essential part of the committee for our upcoming capital campaign
- Develop a range of professional skills relevant to nonprofit work and the international development field
- Continuous support and supervision from Director of Operations and Communications and Operations Manager

VI. Application Instructions

Applicants should send a resume, cover letter describing their interest in the position, and an example of relevant work to jobs@souluganda.org. Please include “[Your Name] -Operations Intern” in the subject line. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered. **No phone calls.**

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www.souluganda.org | info@souluganda.org

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