

Nonprofit Management Internship

Location: Waterloo Office



Reports to: Integrator

Dates/ Hours Anticipated: 20/30 hours per week

Summary:

The Nonprofit Management Intern will gain hands-on experience in nonprofit operations, program support, and community advocacy. This internship is ideal for a student pursuing a degree in nonprofit management, social services, or public administration.

What You Will Do:

Program Support

- Assist with daily operations of programs serving individuals experiencing homelessness or crisis
- Help coordinate services, resources, and referrals for clients
- Support intake processes and documentation (as appropriate and supervised)
- Participate in outreach efforts and community engagement activities

Administrative & Organizational Support

- Assist with data entry, record-keeping, and report preparation
- Help maintain and audit program files and organizational records
- Support scheduling, meeting coordination, and internal communications
- Interact and learn from members of the leadership and core team regarding program, department and agency oversight.
- Observe and complete human resources task work, including updates and reviews of policies and processes.

Community Outreach & Advocacy

- Assist with awareness campaigns related to homelessness and crisis services
- Support community events, workshops, or educational initiatives Help develop outreach materials (flyers, social media content, etc.)

Fundraising & Development (Optional/As Needed)

- Assist with grant research and preparation of funding materials
- Support donor communication and fundraising initiatives
- Help organize fundraising events or campaigns

Research & Evaluation

- Conduct research on best practices in nonprofit and homelessness services
- Assist with program evaluation and impact tracking



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Everyone Has A Home

Internship Requirements

- Demonstrate FOF's 4 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check

Internship Qualifications:

- Recommended for students looking to complete a 300-400 hour internship
- Attending college for a degree in Public Health, Nonprofit Management or another related field.
- Ability to complete the required university service hours during normal office hours (M-F 8-4:30)

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Nonprofit Management Internship".