

Summer Internship Program

The Women's Fund of Central Ohio is a public foundation with a mission to transform the lives of women and girls by mobilizing the collective power and passion of all people working together. The Women's Fund commissions groundbreaking research, advocates for equity, and invests in social change.

The Women's Fund of Central Ohio offers a robust internship program that provides the opportunity for interns to dedicate their summer months to supporting the operations of an established nonprofit organization. The internship experience allows interns to apply their skills and knowledge in a real-world, nonprofit setting. Candidates who are selected for the program will have the opportunity to learn the inner workings of a nonprofit fund, while being an integral part of a small team. Interns will assist with general operations tasks and will also have the chance to take on a variety of projects and initiatives within the organization's primary areas of focus where they will be collaborating with various staff mentors. The internship program aims to serve as a meaningful personal and professional development experience designed to assist interns in setting goals for their future.

WFCO interns work full-time and are compensated at a rate of \$12/hour. All interns will have the opportunity to gain experience with the following operational areas of our business:

Marketing & Communications

- Support email, social media, and print marketing deliverables for the organization
- Assist with the development of social media content calendar and schedule posts
- Track social media metrics and regularly report performance
- Create and edit content for regular blog posts
- Support virtual event logistics, content, and promotion

Nonprofit Operations

- Assist in preparing documents and updating processes for annual audit
- Conduct independent research on topics such as technology improvements, human resource management services, and database processes as directed
- Database organization
- Lead process creation around document storage and archival

Grants & Programs

- Assist in implementation of grant workshops
- Create processes to capture and track mid-year grant partner evaluations
- Lead data entry for grant applicant and grant reader interest
- Support planning for grant reader training
- Create materials for grants process outreach

QUALIFICATIONS

- Demonstrated awareness and interest in the of the work of The Women's Fund
- Commitment to The Women's Fund's mission as an enthusiastic part of the team
- Demonstrated experience with content creation
- Strong written and verbal communication
- Proficiency in Microsoft Office Suite (Excel, Word, and Outlook)
- Experience with website and email marketing management (WordPress, MailChimp, or similar platforms)
- Proficiency on social media platforms (Facebook, Instagram, Twitter, LinkedIn, and others)
- Attention to detail and strong organizational skills
- Excellent interpersonal skills, professional demeanor, self-directed and independent
- High school diploma or GED

HOW TO APPLY

Please complete the application at [linked here](#) by Friday, February 8. You will be required to upload a resume. Please save document as an PDF and name "Resume – YOUR LAST NAME." Please email Jalisa Dawkins at employment@womensfundcentralohio.org with any questions or concerns.

TIMELINE

- Application Opens – January 25, 2021
- Application Closes – February 8, 2021
- Interviews – Beginning February 15, 2021
- Offer(s) – Beginning March 1, 2021

The Women's Fund of Central Ohio is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage people from all backgrounds and communities to apply.