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**Our Community Foundation Assistant   
Student Work/Internship Opportunity**

Part Time  
5-10 hours/week – depending on candidate  
$15/hour   
Begin January 2024 – end of school year  
Primarily in office, but may have opportunity for remote hours  
 **Position Summary**

This position will support the staff and overall work of Northfield Shares, Our Community Foundation, with the with direction provided by the Executive Director.

**Skills**

Candidates should present:

* Attention to detail.
* Writing, computer, organizational and people skills
* Willingness to work in a professional setting.
* Willingness to learn from others yet work autonomously.
* Ability to do research.
* Experience with database use, Google platform, Microsoft programs
* Preferred: experience working in a database

**Benefits**

* + - Able to work with a local, growing nonprofit organization.
    - Will learn the Community Foundation model and work on behalf of the Northfield area that will include, philanthropy, grant writing, database management, marketing, community engagement, volunteerism and more.
    - Will learn about other local nonprofit and community organizations.  
      Opportunity to attend Board of Directors meetings.
    - Work hours can be around class/lab schedule but between 9-5 to begin.

**Roles and Responsibilities may come from:**

* Cleanup of Organizational CRM data (merge records, data entry)
* Audit of CRM Fund accounts for all required documents, add as needed\
* Explore online giving options and connection to master database.
* Grant research and writing
* Article writing for website, e-newsletters, etc.
* General office help.
* Assist with Board of Directors meeting preparation.
* Learn and explore greater uses for the Volunteer HUB system.

**Requirements**

Work includes confidential information. Candidate will sign a Confidentiality agreement with the  
 Foundation.

Interested candidates should email their letter of interest with a one-page summary why they are interested in the position and what skills match the description to: [info@northfieldshares.org](mailto:info@northfieldshares.org) Subject: Assistant Internship