

Internship Title: Operations Management Internship

Departments: Business, Management, Human Resources, Community Health

Duration: Summer, Fall or Spring Semester

Description of position: The Operations Management Intern will take direction from Opportunity Matter's Director of Operations to perform organizational and research tasks to advance the organization's mission.

This is an excellent opportunity for students who are interested in gaining first-hand insight of the tasks necessary to keep a non-profit's operations streamlined across multiple departments. Not only will the Operations Management Intern gain knowledge into the world of a non-profit, but will also improve their research abilities, communication, and organizational skills.

Duties and Responsibilities:

- Assist with tasks necessary to broaden the organization's well being program. Tasks may include;

- Research
- Development and maintenance of spreadsheets
- Attendance at Well being committee meetings
- Communication with potential community partners
- Development of surveys and reports to track success rates
- Stewardship between community members and the Organization's staff.

- Assist with tasks necessary to ensure the Organization's safety and AWAIR program operate at top efficiency. Tasks may include;

- Research
- Attendance at Safety committee meetings
- Data entry

- Interns may also pick from the follow areas of focus for more detailed information, leadership and projects. This list is limited to the time of year that the internship is completed.

- Budgeting
- Long-Term Strategies
- 401K Planning/Employee Insurance Benefits
- Learning Management Systems
- Structure and oversight of meetings

Minimum Qualifications:

- Excellent organization and time management skills
- Familiarity with Microsoft Office applications (especially Excel)
- Excellent communication skills
- Ability to work both independently and as a team member
- Good typing skills

How to Apply:

Submit a cover letter and resume to Rhonda Sargeant, Operations Director at: rhondas@opportunitymatters.org.

Additional Information:

This is non-paid internship opportunity