



Community Foundation

OF HANCOCK COUNTY

Intern Job Description

REPORTS TO: *VP of Finance and Operations*

PAYROLL STATUS: *Paid, Non-Exempt, temporary, part-time position*

WORK SCHEDULE:

Approximately 35 hours per week, beginning in May 2026 through August 2026. Start and end dates are flexible depending on the intern's school schedule. This position will work in the office during our standard office hours of 8am – 4pm.

POSITION SUMMARY:

This paid summer internship offers a hands-on learning experience in a professional nonprofit environment. The intern will support real organizational projects, gain exposure to databases and business systems, and learn how key nonprofit functions operate. Working alongside experienced professionals, the intern will develop practical, transferable skills while contributing to meaningful initiatives that support CFHC's mission.

PRINCIPAL RESPONSIBILITIES:

- *Support assigned projects focused on improving the accuracy, efficiency, and integrity of CFHC's database records.*
- *Document processes, findings, and outcomes, and prepare regular status updates to strengthen professional communication skills.*
- *Participate in cross-functional meetings to gain insight into CFHC operations and contribute fresh perspectives to ongoing initiatives.*
- *Apply academic knowledge to real-world nonprofit scenarios while receiving mentorship from experienced staff.*
- *Perform other related duties as assigned, with the objective of being immersed in the nonprofit sector.*

ESSENTIAL SKILLS AND EXPERIENCE:

- *Must be a currently enrolled full- or part-time undergraduate or graduate student who is admitted and/or enrolled in a two-year or four-year accredited college or university.*
- *Preference to students with career goals in nonprofit management, business administration, accounting, database management, or closely related fields.*
- *Knowledge and skills in computer technology and basic office management systems.*
- *Effective organizational and time management skills.*
- *Detail-oriented and can think independently.*
- *Ability to maintain confidentiality and a professional image.*

LEARNING OUTCOMES

- *Exposure to community foundation and nonprofit operations.*
- *Hands-on database and systems experience.*
- *Development of communication, organization, and time management skills in a professional environment.*