

**Organizational Development**

**Intern Job Description**

**Address:** 3532 Franklin Street, Suite G, Denver, CO 80205

Phone Number: 303-292-3144

Contact: Ana Soler, Senior Facilitator and Director of Youth Initiatives

**About the Canopy**

The Civic Canopy is a nonprofit organization whose vision *is the many working as one for the good of all*. The Canopy facilitates the connections, innovation and results needed to build stronger neighborhoods, healthier communities, and a more just and civil society. The organization provides a way to connect and align the work of individuals, agencies, and systems to focus on key outcomes that matter to everyone. As such, every engagement is viewed as an opportunity for long-term partnership, weaving together the sometimes isolated systems for greater community impact.

# Community Organizer Intern

Organizational Development - Nonprofit management track

1. Financial management duties (e.g., Quickbooks)
2. Individual Donor campaign plan
3. Research potential private, corporate foundations
4. Write annual appeal letter
5. Develop a one year annual giving development plan
6. Data entry
7. Fundraising Management tool/data base
8. Participation in regular development meetings
9. Culminating project would be a grant that will be submitted
10. Social media
11. Optional: Finance committee meetings
12. This internship complements Financial management and Fundraising management class

Requirements

1. Comfortable with Microsoft Office, particularly in the use of excel and access
2. Proficient researcher and comfortable using data
3. A means to travel – a car, a bus, a bike, on foot – any of them work as long as your on-time
4. Willingness to work occasional nights and weekends
5. Humility
6. A sense of humor

**Training And Development**

We are committed to providing training and hands on opportunity for applying concepts, theories and ideas to the work of the Civic Canopy.

**About The Civic Canopy**

The Civic Canopy has been incorporated as a non-profit for 5 years. We are a small operation with 8 FT/ 1 PT employees and 2 interns from University of Denver Social Work program.

**Technology Requirements**

* E-mail
* Facebook and other social media as is necessary
* DropBox (for sharing files with staff)
* Office suite of programs

**Other Requirements**

Community Organizer Interns will be required to use a computer, be in communication with The Civic Canopy Staff, and meet with supervisor twice a month.

**Meetings**

Interns attend a staff meeting twice a month as part of the internship. All staff meetings are held on every two weeks, on Thursdays, from 9:30-11:00 am.

**To Apply**

* Please visit www.civiccanopy.org and learn more about our team and work. Please follow the application process for your institution of higher education. For more information email Ana Soler - [ana@civiccanopy.org](mailto:ana@civiccanopy.org).

This position will remain open until filled.