



NON-PROFIT ADMINISTRATION & LEADERSHIP INTERN

August to December 2021/January to May 2022

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Non-profit Administration and Leadership Intern** will support the CEO & Head of School of the private school in Decatur.

Our commitment is to help an intern gain experience in several aspects of non-profit management and business administration, partner management, and to provide the opportunity for this intern to support strategic planning and organizational knowledge management.

Intern Schedule Timeframe: 12-15 hours per week, Monday to Friday, between 9AM and 5PM, Internship timeframe is for one or both semesters. GVP prefers a year-long placement to provide the most consistency for support and meaningful intern learning and professional development.

Intern responsibilities and areas of work may include:

- **Non-Profit Administration:**
 - Support the leadership team with organizational initiatives and accreditation for the Southern Association of Independent Schools (SAIS)
 - Provide strategic plan implementation support; and
 - Coordinate with team members, including the Volunteer & Program Coordinator, Operations Manager and Director of Education to provide cohesiveness to organizational administration and communication;
- **Partnership and Donor Coordination:**
 - Support scheduling the CEO and Head of School for partner and donor meetings, appearances, events and ongoing fundraising opportunities;
 - Entering partner information into Salesforce CRM while following organizational best practices in deploying a database for relationship management; and
 - Learn about the philanthropic community in Atlanta by helping to research and document engagement with funders;
- **Leadership Support:**
 - Provide strategic administrative support to the CEO as the co-chair of the Georgia Coalition of Refugee Serving Agencies (CRSA)
 - Provide administrative support to the CEO & Head of School to administer policies and oversight to all of GVP's employees, partners, stakeholders, etc.
 - Creation of reports from Salesforce, Excel and other tools used by the CEO for reports to the Board of Directors, donors, partners, stakeholders, etc.; and
 - Support organizational knowledge management and DEI (diversity, equity and inclusion) initiatives.
- Other duties as assigned

Qualifications

For this opportunity to be a perfect fit, you'll need to be:

- A self-starter who will take ownership of a project and initiate tasks
- Meticulous, with a close attention to detail and the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- A team player who works well with others in a collaborative and inclusive environment; friendly, with a positive attitude
- Flexible and willing to learn
- A strong writer
- Comfortable using different social media channels (Facebook, Instagram, Twitter)
- Familiarity with data entry in a CRM database, Excel application, or another data management system
- Proficient with computers, particularly Google Drive, Microsoft Office Suite, and Apple products

Other skills that would be helpful (but aren't required) include:

- Prior experience with Salesforce CRM
- Previous experience working with refugees or in any multicultural environment
- Experience using communications management tools such as Hootsuite and Mailchimp and content management system Wordpress
- Prior experience or willingness to learn graphic design tools such as Canva

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation. GVP believes that diversity, equity and inclusion are essential elements of a 21st century education and a culture of collective community.

Interested persons should send resume and cover letter to jobs@globalvillageproject.org

This internship may qualify for workstudy or workforce development funding from Agnes Scott College. This internship may qualify for a paid stipend.