

CNM Program Intern Description

- Timeframe:** Offered on a semester- long basis (summer, fall and spring)
Flexible hours between 8:30am and 4:30pm Monday through Friday.
Minimum commitment of 4 hours per week.
- Program Overview:** The CNM Program Intern will provide support in multiple areas at the Center for Nonprofit Management at Stonehill College. This internship is a great opportunity to become exposed to many facets of the nonprofit sector. The CNM Program Intern will work closely alongside CNM staff to:
- Assist with the daily operations of the Center
 - Support the development, preparation and delivery of CNM's monthly trainings and events
 - Track and analyze data and feedback to evaluate CNM programs, services and client needs
 - Execute internal and external research projects
 - Assist with CNM corporate and foundations relations
- Qualifications:** Must be detail-oriented, analytical, passionate about learning and interested in program development and coordination. Must also have excellent organizational skills and be able to assist with special projects as needed. An interest in the nonprofit sector is important. Excellent writing and proofreading skills and proficiency in Microsoft Office required. Strong presentation skills are a plus.
- Classification:** This is a credit or non-credit internship, depending on the individual student's hours and requirements.
- Application:** Please submit your resume to infononprofit@stonehill.edu with "CNM Program Internship" in the e-mail subject line.