CNM Resource Room Intern Program Description

Timeframe:
Offered on a semester-long basis (summer, fall and spring)
Flexible hours between 8:30am and 4:30pm, Tuesday through Thursday.
Minimum commitment of 4 hours per week.

Internship Overview:
The CNM Resource Room Interns will assist with staffing the Center for Nonprofit Management's Resource Room and Virtual Resource Room. In this role, Resource Room Interns will receive specialized training in Resource Room databases and materials. In turn, this select group of students will be qualified to conduct Resource Room Appointments (RRAs) and will help nonprofit employees and volunteers with grant research using Foundation Directory Online, peer research using GuideStar, and retrieval of information from publications and online subscriptions. Resource Room Interns will conduct research, perform data entry, and maintain the Resource Room records and materials as needed. This is a great opportunity for those interested in learning more about the field of nonprofit management.

Qualifications:
Interest in learning more about the nonprofit sector and strong interpersonal skills. Must have research skills and proficiency with Microsoft Office.

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 Resource Room Intern" in the e-mail subject line.