



Non-Profit Management Internship Job Description

Job Summary - Under the supervision of a member of the National Ability Center's Executive Staff, Interns will provide assistance and development to National Ability Center's core programs and administrative functions. Specific duties will be discussed during interviews but may include the following: interacting with National Ability Center's key stakeholders including participants and their family members, community partners, donors, board and committee members and staff, planning events, assisting in outdoor recreation programs, general support to financial HR, operations and marketing departments.

Location - National Ability Center (1000 Ability Way, Park City, Utah 84060)

Supervisor – Executive Staff

Responsibilities - Ability to act as a liaison for National Ability Center by providing high quality services to National Ability Center internal and external customers including volunteers and participants, partner organization, donors, and the public at large. Entrepreneurial spirit with a motivation to gain an understanding of all aspects required for an organizations success. Some college coursework or commiserate professional experience. Basic computer processing skills including MS Office.

Qualifications

- Commitment to a positive, fun and team-oriented working environment
- Working knowledge of National Ability Center policies and procedures (upon training)
- An undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid driver's license
- Basic computer processing skills including MS office required.
- Experience with people of all abilities, programming and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations

Hours and days - A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work between 6-16 hours per week on projects at the National Ability Center office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events.

Benefits - Internships with the National Ability Center are not paid, but offer valuable hands on experience. National Ability Center Non-Profit Management Internship will provide applicants with a strong background in areas required for success in any business. Course credit may apply.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____