



Nonprofit Capacity Strengthening Internship

About Support Center and the LeadersTrust

Support Center is a nonprofit capacity building organization created as part of an international network of management support organizations (Support Centers of America) originally established in 1971. We have been a trusted partner to nonprofits in the greater New York/New Jersey/Connecticut area for more than 30 years. Support Center specializes in organizational development, consulting and executive transition.	The LeadersTrust delivers long-term, high touch support that helps change makers lead boldly and dream big. We collaborate with foundations, organizations, and skilled consultants to invest in the inherent power of leaders to create a world that is loving, sustainable and just.
Within the world of management support organizations, we are unique in our commitment to be a deeply engaged “partner” to the nonprofits with which we work. We take the long view in committing to help our partners and propose long-term navigational support for organizations to ensure that our work leads to sustained change and success. We work in close collaboration with our clients, ensuring that the work is focused on accomplishing goals as we continuously assess progress and refine strategy as needed.	We dream of a world that is loving, equitable, joyful and just that celebrates the interdependence <i>and</i> individuality of communities and allows people to be healthy, safe, and whole. We believe it is our duty to protect our planet, our democracy, and our people. Winning the transformative, structural changes we need requires a deep belief and investment in people, organizations, and their collective power.

Job Description Summary

Support Center and the LeadersTrust are hosting an internship program that allows individuals interested in nonprofit organizational development/capacity strengthening to be matched with nonprofit capacity strengthening organizations and learn from experienced leaders between October 2022 and August 2023 through a mixture of hands-on work, monthly gatherings with leaders, and professional development opportunities.

We are looking for individuals who are passionate about learning (or learning more about) the work of supporting nonprofit leaders to build, manage and maintain healthy, vibrant, impactful organizations. Interns are expected to commit 10-15 hours per week,

with the option of expanding those hours during the summer, depending on the organization they're paired with through this program.

The offering is ideal for students and/or recent graduates because of the weekly commitment, but open to any individuals who are passionate about organizational development/capacity strengthening. Interns are expected to commit 10-15 hours per week for \$25/hour.

This is a remote position, but preference will be given to individuals living in the Bay Area and/or New York City by the Support Center or the LeadersTrust offices.

**Interested applicants should send a cover note and resume to:
internships@supportcenteronline.org with the subject header “[Your Full Name]
Internship in Nonprofit Capacity Strengthening”. Applications will be accepted
and reviewed through Friday, September 9th.**

Responsibilities

This opportunity is new to both organizations and will evolve over time. Responsibilities include, but not limited to, the following:

- **Providing administrative support** to programs staff, such as taking minutes during calls with internal and external partners, data entry and research, etc.
- **Manage emerging projects** in partnership with staff members;
- **Participate in monthly gatherings** in conversation with leaders in the field and emerging topics in the leadership development & capacity strengthening field;

Requirements of the Role:

Support Center and the LeadersTrust are looking for individuals who are passionate about social justice and learning about capacity strengthening in the nonprofit sector.

Qualifications

- High-school diploma or equivalent;
- Commitment of 10-15 hours/week;
- Proficient with office tools (ex. Microsoft Office, Zoom, Google Docs, etc.) and/or willingness to learn;
- Ability to work independently and as part of a team;
- Proficient written and verbal communication skills;

Learning and Growth Goals

- Develop an understanding of the different forms of capacity strengthening from coaching to consulting and facilitation, as well as project management;
- Building a personal network of capacity strengthening practitioners and organizations;
- Explore nonprofit capacity strengthening as a long-term career path;
- Contribute meaningfully to the host organization's goals and work.

Preferred, but not Required:

- Connections to and/or recent lived experience with, BIPOC and transgender-centered and/or led communities.

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The LeadersTrust is a project of the Tides Center and Support Center is a standalone 501c3 organization. Support Center and Tides is an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Also pursuant to the San Francisco Fair Chance Ordinance, we encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.