

## Nonprofit Capacity Strengthening Internship Overview

### Internship Overview

Support Center and the LeadersTrust are hosting an internship program for individuals interested in nonprofit organizational development/capacity strengthening. An intern will be paired with each organization and will gain experience through a mixture of hands-on work, monthly gatherings with leaders, and professional development opportunities.

The internship will begin in September 2023 and conclude in May 2024. Interns are expected to commit 10-15 hours per week during their host organization’s business hours and will be paid \$25/hour. This is a remote internship.

### About Support Center and the LeadersTrust

<p><a href="#">Support Center for Nonprofit Management</a> 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.</p> <p>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.</p>	<p>The <a href="#">LeadersTrust</a> 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.</p> <p>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.</p> <p>Our work builds a social change eco-system that is rooted in trust, where resources are invested more equitably, power is shared, and agents of change have the capacity, connections, and investment they need to reach their goals and thrive.</p>
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## **Role and Responsibilities**

### *Core Responsibilities:*

- Provide 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 with leaders about emerging topics in the leadership development & capacity strengthening field

### *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
- Build 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

### *Qualifications:*

- Passionate about social justice and learning about capacity strengthening in the nonprofit sector
- Interested to learn about the work of supporting nonprofit leaders to build, manage and maintain healthy, vibrant, and impactful organizations
- High-school diploma or equivalent;
- 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;
- Preferred, but not required: connections to and/or recent lived experience with, BIPOC and transgender-centered and/or led communities.

## **How to Apply**

Interested applicants should complete [this application](#) by **Friday, June 30, 2023**.

The LeadersTrust is a project of the Tides Center and Support Center for Nonprofit Management is a standalone 501c3 organization. Support Center and Tides are equal opportunity employers. 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.