

CNM Program Intern Description

Spring 2012

Timeframe: January 2012 – May 2012
This internship is available each semester.
Range: 4-8 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:

- Support the development and delivery of CNM's programs and services
- Track and analyze data to evaluate CNM programs and client needs
- Assist with internal research and external outreach

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 by **December 9, 2011** to infononprofit@stonehill.edu or mail to Center for Nonprofit Management, 320 Washington Street, Easton, MA 02357