



All applications should be submitted online.

Go to <https://www.tbf.org/who-we-are/careers> and select Intern, Jobs and Economic Development (Temporary) to complete our online application process.

Diversity candidates are strongly encouraged to apply. Equal Opportunity Employer.

Job Description

Title: Intern, Jobs and Economic Development - Temporary

Department: Program

Reports To: Senior Program Associate, Jobs and Economic Development

FLSA Classification: Non-exempt **FTE:** .57 FTE

Supervises: None

Position Summary:

The candidate is responsible for administrative, writing, research, analysis, and other support for the Jobs and Economic Development team members. **This position is a temporary, part-time position for an initial three month period with standard hours of approximately 20 per week both in-person and remotely.**

Essential Functions:

- Conduct basic research on grant applicants, nonprofit issues, or other matters pertinent to specific program work;
- Coordinate, in conjunction with other support staff, meetings, convenings, and other events (including coordinating attendee schedules, invitations, meeting preparation and set-up, meeting attendance and note taking, and meeting “take down” and clean-up);
- Retrieve and compile files (historical and data-based) for proposal review and writing;
- Prepare and proofread written material for advisory boards and other convenings;
- Maintain current calendars and book appointments for Senior Program Associate;
- Contact applicants, funders and other stakeholders;
- Perform recordkeeping, contact management, photocopying, faxing and other administrative tasks as required; and
- Maintain regular, responsive remote correspondence.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications



Preparation, Knowledge, Previous Experience:

- High School or GED required; and
- 1 year of experience working in a professional office environment preferred.

Skills, Abilities, Competencies:

- Demonstrated interests related to Community and Economic Development, Nonprofits;
- Skilled with Microsoft Office products, especially Outlook;
- Reliable remote work environment including full access to computer, internet, email and a telephone during scheduled hours;
- Outstanding multitasking and organizational skills;
- Demonstrated strong writing and analytical skills;
- Excellent proofreading skills and proficient editing skills;
- Comfort reading basic financial statements;
- Strong problem solving skills;
- Strong verbal and communication skills;
- Ability to make decisions about how to manage and organize own workload;
- Ability to work under the pressure of tight deadlines;
- Participative work style;
- Ability to receive feedback;
- Mature interpersonal style;
- Ability to interact well with a diverse range of people; and
- Knowledge of nonprofit administration and Salesforce a plus.

Working Conditions & Physical Demands:

- Ability to sit for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to lift and carry up to 25 pounds occasionally.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.