



Student Services Intern

POSITION TITLE: Student Services Intern

POSITION TYPE: 20 hours/week (flexible around class schedule)

COMPENSATION: \$10.00 hourly

The Nonprofit Leadership Alliance partners with colleges, universities, and nonprofit organizations across the nation to offer the Certified Nonprofit Professional (CNP) credential to students who complete the Alliance program and place them in positions with nonprofit organizations. The Academic Services Intern is an integral member of the Alliance team and will have responsibilities for communicating with the students seeking the CNP credential, CNPs, and our affiliated campus staff. The intern will gain unique work experience in a national nonprofit organization, as well as working knowledge and experience with customer service, databases, managing information, and assisting with managing partnerships.

DUTIES & RESPONSIBILITIES INCLUDE:

- Conduct communications with students and faculty/staff at Alliance campuses to ensure all eligible students complete the credential.
- Assist with campus partner communications including the annual reports, Alliance Management Institute (AMI), Virtual AMI, Workforce Track and Professional Development Conference (PDC).
- Assist with assignments related to AMI including registration, case studies, workshops, interviews, speakers, ribbon tracking, CNP Designates and the student poster session.
- Work with Alliance Student Ambassadors to engage in the program and assist with assigned tasks.
- Update records in Salesforce including workforce track updates, contact and account information, and reporting.
- Assist with research projects, survey development and outcomes reporting.
- Additional duties may be assigned as needed

Organizational Expectations

- Attend Alliance staff meetings. Staff meeting is held every other Monday at 1:30 p.m. (If class schedules prohibit regular attendance, interns must advise their supervisor. Remote attendance is allowed.)

Qualifications:

- Be a motivated, proactive, dependable, flexible, and positive individual.
- Work independently and as part of a team.



Nonprofit Leadership Alliance

- Reliable transportation to and from office. When personal vehicles are used for work purposes, interns will be paid mileage at the standard reimbursement rate.
- Proficiency in standard office technology, such as: Microsoft Word, Microsoft Excel, Microsoft Publisher, Gmail, and Google docs.
- Willingness to learn new software programs.
- Strong communication skills, both written and oral.
- Pay close attention to detail, manage complex tasks, engage in problem solving. solutions/bring new ideas to the table and meet deadlines.
- Be committed to the mission of the Nonprofit Leadership Alliance.
- Uphold the Alliance standard of quality and excellence.
- Kansas City area candidates are preferred.
- Successful candidates must be enrolled in a CNP program.

TO APPLY:

Please email a cover letter and resume to Dorothy Norris-Tirrell, Vice President of Programs and Research at dorothy.norristirrell@nonprofitleadershipalliance.org.