

[**www.nhp2foundation.org**](http://www.nhp2foundation.org)

**Virtual Business and Organizational Management Internship/Scholarship**

**Part time with a Community Service Oriented Nonprofit**

The Nathaniel H. Pickett II Foundation has an opportunity for a student, Business and

Organizational Intern. You will represent the Foundation and work with the management team to grow the organization and facilitate social change.

Are you an undergraduate student or graduate with an interest in business and organizational management? Would you like to build skills and gain experience in nonprofit administration through a **PAID** internship that includes a scholarship?

The **Nathaniel H. Pickett II Foundation** (**NHPII)** is 501 (C) (3) focused on social justice and change in the areas of: mental and physical health, mass incarceration, violence reduction, community and law enforcement relations. The foundation is based in Las Vegas, NV and its goal is to educate and serve the community.

Are you an aspiring business and organizational professional? Are you a student interested in building your skills and experience through a **PAID** internship? We would love to meet you to find out more about you and your awesome skills, and to see if our small organization, diverse team and culture is a good match. We would love to meet you to find out more about you and your awesome skills, and to see if our small organization, diverse team and culture is a good match.

# Areas of Learning and Responsibilities may include but are not limited to:

* Research and facilitate business opportunities and partnerships for the foundation.
* Determine and facilitate client needs.
* Create innovative Foundation products and outputs.
* Produce and facilitate business plans as needed.
* Engage vendors, providers, community entities and governmental and non-governmental agencies. Provide viable insights for websites, social media and external campaigns.
* Promote the Foundation.
* Research, advise and complete contracts for contractors and other business entities.
* Generate and present business presentations.
* Write business correspondence.
* Establish organizational standing operating procedures and best practices.
* Improve organizational effectiveness.
* Plan and organize foundation meetings, provide agendas and publish minutes.
* Organize and assist in prioritizing Foundation, Board and Intern tasks.
* Support internal initiatives including streamlining processes and brainstorming on process improvements.
* Contribute to keeping projects on task to meet due dates and to help identify process improvement initiatives and creative solutions.
* Manage accounting requirements and Foundation budget.
* Establish and maintain a transparent and user-friendly filing system.
* Assist with media.

**Other duties as assigned.**

# Skills and Experience:

* Excellent written and verbal communication skills, with the ability to distill and convey information clearly and concisely.
* Detail-oriented with a can-do, roll-up-your-sleeves attitude.
* Excellent time management and organization skills, yet comfortable with priority changes.
* Has a passion for social justice.
* High level of professionalism and outstanding work ethic.
* Ability to identify barriers and raise awareness to leadership.
* Ability to work independently with minimal guidance.
* Desire to be part of a team atmosphere focused on winning.
* Ability to follow through on multiple tasks in a fast-paced environment.
* Excellent attention to detail and organizational skills.
* Knowledge of Microsoft Office applications and the ability to learn new software programs quickly.

**Ideal Candidate:**

Undergraduate student or graduate student with a background in Business, Accounting or Public Administration. However, other majors will be considered. Candidate should have the ability to demonstrate business and organizational skills. GPA 2.95 or higher.

**Hours and Stipend:**

Virtual meeting attendance is expected however, production hours are flexible. Success is based on project completion. Compensation is $350 for 20-25hrs per month. Students enrolled in a college, university or paid private high school will receive an additional $100 in scholarship funds paid directly to the school (over 10 months). \* Interns may negotiate school credit on a case-by-case basis. *This position also includes paid travel opportunities and may include other professional courses as a benefit.*

**Application Process:**

Send a cover letter, a resume and a one-page writing sample via email to info@nhp2foundation.org with “Communications and Marketing Intern” in the subject line. Applications will be taken, and interviews will be conducted until the internship is filled.

This is not to be construed as employment with the NHP2 Foundation. Interns can and will be released and scholarships can and will be terminated for non-performance or inappropriate behavior. Interested interns may be required to reapply and compete for the position. Students may also be able to coordinate college credit for the internship.

**January 31, 2024**