



Internship Position Description

OVERVIEW

The Cape Cod Foundation is one of more than 750 community foundations around the country whose overarching mission is to match community resources with community needs. The Foundation serves all of Cape Cod through grant making, scholarships, civic leadership, and donor services, and currently employs 3 full-time and 4 part-time staff members. The Cape Cod Foundation has distributed more than \$60 million in grants and scholarships since its founding in 1989.

POSITION

The Cape Cod Foundation is looking for a highly motivated intern to assist with its civic leadership activities. This position is multi-faceted and would provide a unique opportunity to work with many Cape Cod organizations to build a better community. This individual will ideally possess an interest in philanthropy, community collaboration, and/or communications. The position will include the interests of the individual and could be focused on outreach to nonprofits and the public, or research and data-driven work. This would be a perfect position for someone looking for an introduction into the nonprofit sector and to network with many different organizations on Cape Cod.

This individual must be a team player, possess a strong work ethic, be an independent thinker and have excellent oral and written communications skills. Other requirements include: mature judgment; excellent interpersonal and customer service skills; commitment to collaboration and team work; high integrity; creative problem solver; well-organized self-starter; motivated; and strong computer and internet research skills.

DUTIES AND RESPONSIBILITIES

The Intern works closely with program staff and committees to support implementation of the overall civic leadership priorities of the Foundation. This includes the following tasks:

- Support outreach and communications from the Foundation to the community; including attending community meetings, sharing resources with nonprofits and fielding incoming questions
- Outline and communicate clear objectives and outcomes for youth initiatives to committees, community partners and funders
- Assist with data collection and synthesis and share outcomes
- Plan and manage reporting and sharing of stories through regular e-blasts and social media updates
- Research best practices, support existing community collaboratives and identify new partnerships

COMPENSATION AND HOURS

The internship begins in the fall of 2017. A stipend will be given for approximately 10-15 hours of work per week. The office is open from 9:00 a.m. to 5:00 p.m. and work hours will be arranged with the intern and supervisor.

HOW TO APPLY

Please send a cover letter expressing your internship interests and a copy of your current resume by email to: Dara Gannon, Program Officer at dgannon@capecodfoundation.org.