Non-Profit Operations Internship

Position Information
Employer: MNNOC
Division: N/A
Title: Non-Profit Operations Internship
Description:

Operations Internship

About Us:
Neighborhoods Organizing for Change (NOC) is a grassroots, member-led organization building power in under-resourced communities and communities of color across the Twin Cities. Together, NOC members fight for racial and economic justice. We're building powerful, active campaigns for better public transit, workers' rights, expanded voting rights, and police accountability.

Internship Description: The operations internship will focus on development of internal structures, policies and systems that will provide support and foundation for long term organizational growth. Interns will have hands on experience creating, developing and implementing MNNOCs internal filing systems, drafting and formatting internal documents, developing an operating manual and more.

Job Functions and Responsibilities
Electronic and Physical Filing Systems:
» Assist in developing an electronic org wide comprehensive internal filing system with google Drive

» Assist in developing a physical org wide comprehensive internal filing system

How To Apply
Requested Documents:
Resume
Cover Letter

Important Dates
Posted On: Dec 07, 2016
Applications Accepted Until: Jan 02, 2017

Default Email For Resumes melea@mnnoc.org
Contact Information
Employer MNNOC
Name Ms. Me'Lea Connelly
Title Operations Director
E-mail melea@mnnoc.org
Website http://www.mnnoc.org
Phone 612-246-3132
Fax 6122463132
Address 1101 W Broadway Ave N suite 100 Minneapolis, MN 55411 United States
» Assist in creating in and out going processes for internal documents that require processing
» Introduce and train staff on new filing systems

Operations SOP Development & Org wide SOP framework:
» Research Non-profit Standard Operating Procedures
» Complete an Operations SOP Manual
» Assist in presenting and training staff on manual

Nation Builder Facility Reservation System:
» Create an community events calendar on our Nation Builder website
» Develop an online system for community members to reserve space
» Present and train staff on new system

General responsibilities include, but are not limited to:
» Facility management
» Basic daily operations tasks
» Assisting with miscellaneous tasks for Operations Director

Requirements
» Must have excellent written and verbal communication skills.
» Knowledge and experience with administrative work/environments
» Strong attention to detail and organizational skills.
Candidates should be seeking a bachelor’s degree in business administration, non-profit management, operations management, or the like.

Location:

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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Nationwide</td>
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<tr>
<td>City</td>
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<tr>
<td>Minneapolis</td>
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</table>
State/Province
Minnesota

Country
United States

Position Type:
Part Time, Unpaid, Internship

Desired Major(s):
Sociology, Economics, Political Science

Desired Class Level(s):
Senior

Work Authorization:
None

Salary Level:
Unknown

Job Function:
Non-Profit, International Development, Social Services

Desired Start Date:
January 2, 2017

Travel Percentage:
No Travel