

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.

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

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

- » 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:

Location
Nationwide
no

City
Minneapolis

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

Help Desk: 703-373-7040 (Hours:
Mon-Fri. 9am-8pm EST)
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