



### **Job Description**

Position: Community Foundation Intern

Location: The Community Foundation  
212 Saint Joseph Street, Mobile, AL

Organization: The Community Foundation of South Alabama

Compensation: Unpaid

Division: N/A

Number of Openings: 2

Duration: June 5 – June 30, 2017

Time Requirements: 20 hours per week

Required Pathway: Any

GPA Desired: None

Start Date: June 5, 2017

#### **Job Description:**

Students chosen would assist in one of the Foundation's three departments: Finance/Administration, Marketing/Communications, or Programs. The Community Foundation's initiatives are veterans, poverty and specifically the opportunity gap for children (by class divide). Students selected may work on the Foundation's data website called ShareSWAL.org. Students selected to work in the Finance/Administration Department would assist with daily business activities, have accounting exposure and general administrative business practices.

#### **Qualifications:**

We are looking for students who are interested in general administrative, nonprofit work, marketing/communications photography/video, and sociology/psychology.

**Application Procedure:** Please forward your resume and cover letter to your Signature Academy Specialist.

#### **About The Community Foundation of South Alabama**

The Community Foundation of South Alabama is a nonprofit charitable organization that plays a key role in meeting the needs of an eight-county region through leadership and grants. The Foundation serves as a vessel for donors, volunteers and the community to share ideas, identify issues and build financial resources necessary to make improvements and positively impact the community.

The Foundation administers a collection of charitable funds established by members of the community. Since its founding in 1976, the Foundation has awarded more than \$79 million in grants to nonprofit organizations to support programs that make life better in the community. The Community Foundation builds lasting endowments to ensure grants are available to support the community forever.