Operations Intern- Community Foundation of Northern Colorado

The Community Foundation of Northern Colorado is a nonprofit public charity established in 1975 by local community leaders. The Foundation serves as a catalyst for community initiatives by managing hundreds of charitable funds, each with their own design and purpose. Our mission is to inspire and unify the communities we serve.

We are looking for an Operations Intern to support our front office staff in providing excellent customer service to donors, staff, and vendors. Internships at the Community Foundation of Northern Colorado allow college students to participate in meaningful work to develop marketable, professional skills. We provide students with hands-on experience in the local community while growing their professional portfolios.

Position Details

- One semester-long in duration (Fall, Spring, or Summer)
- 10-15 hours per week in the office
- Compensation: $15 an hour

Responsibilities

- Communicates professionally, warm, and effectively with Foundation donors, staff, board, vendors, and critical stakeholders.
- Assists with front office duties, including greeting visitors, answering the phone, setting up meeting rooms, and re-stocking supplies.
- Manages the general inquires email inbox and route to appropriate staff members.
- Manages incoming and outgoing mail.
- Maintains front desk areas and meeting rooms to look clean and presentable.
- Other duties as assigned.

Qualifications

- Enrolled in an undergraduate degree program. Must be in good standing, sophomore year or above.
- Ability to communicate positively and professionally.
- Desire to learn and take on new tasks.
- Detail-oriented.
- Strong computer skills. Proficient in Microsoft Office Suite.
- Must have a driver’s license and a vehicle to use during work hours.

To Apply
Send resume, statement of purpose (500-1,000 words) indicating how an internship will contribute to your education and career goals, and an unofficial transcript to Codi Farrar codi@nocofoundation.org with the subject line “Operations Intern Application.”