



Date Posted:
Monday, June 1, 2015

Application Deadline:
Open until filled

Internship Term:
Fall and/or Spring Semesters

Administration & Operations Intern

ABOUT THE FOUNDATION: The Jason Taylor Foundation supports and creates programs that facilitate the personal growth and empowerment of South Florida's children in need by focusing on improved health care, education and quality of life.

DESCRIPTION: We are committed to making your internship experience both challenging and rewarding by offering a true hands-on opportunity to learn the administration and operations of a small but high-profile and growing non-profit organization while making a direct impact of the lives of South Florida youth. We are looking for an intern with a strong interest in operations who will support the Executive Director, Director of Operations and Special Projects Coordinator in the day-to-day management of the Weston-based office as well as take an active role in the development, planning and execution of foundation events and programming.

RESPONSIBILITIES: The successful candidate will be expected to handle the following tasks: Provide a high level of customer service when answering phones or greeting visitors; Participate in weekly staff meetings and event preparation meetings; Work closely with the Special Projects Coordinator in the processing of donations received as well as the documenting and shipping of outgoing donations; Contribute to the creation of original and timely content for distribution via all social media platforms, website and the electronic newsletter; Support JTF staff in the design and production of necessary digital collateral pieces for sales, marketing and development; Assist as needed with various projects and special events, both internal and external; Assist in the maintenance of the Constant Contact database; Work actively in the planning and execution of all events both large and small.

QUALIFICATIONS: Ideal candidates will possess the following knowledge, skills and/or abilities: Demonstrated proficiency in Microsoft Office and Adobe Creative Suite; Strong internet navigation and research skills; Great attention to detail and data entry skills; Outstanding communication and interpersonal skills, both verbal and written, with the ability to work with a variety of people; Ability to read, interpret and edit documents; Demonstrated ability to be proactive and solve problems; Detail oriented with ability to juggle multiple tasks while delivering stellar results under appropriate timelines; Motivated, outgoing and goal oriented; Willingness to try new things and ask lots of questions; Ability to manage time independently and meet clearly articulated work quota.

COMPENSATION: This internship is unpaid; academic credit is preferred. However, the opportunity offers the following benefits: The intern will end her or his tenure with a stronger base of knowledge, professional writing experience, documented social media experience, experience working with Constant Contact, and WordPress, and experience working as an active member of a small team. The intern will learn about non-profit organizations, business to business marketing, and will be involved in strategy discussions. The intern will gain firsthand knowledge and experience in the planning and execution of event management & production.

OVERSIGHT AND ADDITIONAL INFO: Reports to Special Projects Coordinator. If receiving academic credit, a learning agreement will be executed between the intern, the JTF and the academic institution giving credit. This internship position is 20-40 hours per week with opportunity for it to be configured as semester long or other. Specific days and hours are negotiable.

HOW TO APPLY: Using a subject line of **Ops & Admin Internship**, please send your **cover letter** and **resumé** to JTF Director of Operations, Sean Todd at sean@jasonaylorfoundation.com. Please consider the environment before sending faxes or hard copies of your application materials.