FTEF Non-Profit Business Job Description

Student Intern

The Fort Thomas Education Foundation (FTEF) is looking for a motivated student to earn and manage many of the administrative duties required to efficiently run a small non-profit organization. During the second semester, the student will take full ownership of a large project (as determined by the Executive Director) giving them a Project-Based-Learning experience in a professional environment.

This is a part-time position to include about 4-5 hours per week (one or two class periods of work to be conducted either at HHS or at the FTEF BirdHouse @ 2504 Memorial Pkwy). This position will receive 1 HS credit.

Job Tasks include but are not limited to:

- Manage & assist with weekly Foundation Club tasks, including
    - produce and execute Game Day Bulletin (MailChimp)
    - build member packets, answer member questions (return voicemail & email)
    - vendor coordination and management
    - inventory and order supplies
- Help with coordination of FTEF events (Day of Giving, Annual Dance, Nesties, etc), including:
    - develop marketing materials
    - ticket sales tracking & reporting
    - donor/ sponsor recognition and thank you's
    - decorations
    - vendor coordination and management
- Manage and update FTEF website (WordPress)
- Prepare marketing materials under direction of Director of Marketing & Communications
- Write marketing content and newsletter articles
- Write & send emails to donors
- Monthly meeting administrative support:
    - Calendar requests & tracking
    - Agenda development
    - Meeting minutes
    - Monthly financial packet organization
- Add contact information for memorial acknowledgments in FTEF donor management system (NetSuite by Oracle, will be trained)
- Assist with updating organization materials (Word, Excel)
- Assist with fundraising and marketing materials
- Administrative tasks as necessary

Required Skills:

- Ability to complete tasks independently after receiving direction
- Strong communication & writing skills
- Organized
- Must be able to troubleshoot and critically think through process
- Self-directed & motivated
- Technical proficiency (Word, Excel, Google Sites)
- Strong attention to detail
- Design experience (Adobe, Canva) a plus

This is an unpaid student internship position. The student will be managed/ overseen by the Work Study Counselor and FTEF staff.