



FOUNDATION FOR METROWEST

Youth in Philanthropy

YOUTH IN PHILANTHROPY OFFICE INTERNSHIP

Did you love your experience as part of the Youth in Philanthropy (YIP) program? Are you looking to gain additional leadership experience while giving back to the YIP program and helping the Foundation?

The Foundation for MetroWest has internship positions available for YIP alumni. As a YIP Intern you would be responsible for assisting the Program staff with a variety of tasks, including:

- Making updates to YIP curriculum
- Organizing and assembling all program materials and supplies
- Entering student and parent contact information into database
- Scheduling and conducting interviews for YIP applicants
- Helping with student recruitment efforts
- Communicating with students and adults in person, via email and on the phone
- Conducting research as necessary
- Supporting other Foundation projects as needed
- Other duties as assigned by the Program staff

Candidates are required to have participated in a semester-long YIP program with the Foundation for MetroWest. Experience in a YIP leadership role is preferred, but not required. Candidates should be:

- Knowledgeable of and passionate about the YIP program and the MetroWest community
- Interested in supporting nonprofit work
- Able to work independently
- Technologically savvy, proficient in MS Office Suite: Word, Excel, PowerPoint, Outlook
- Flexible
- Organized and detail-oriented
- Energetic
- Able to communicate well with peers and adults

Office Internship for Fall 2017 (September- January) available.

Available weekdays from 9-5. Days and hours to be worked out with supervisor.

Internship at 3 Eliot Street, Natick office.

Deadline is August 1, 2017

If this sounds like the right volunteer opportunity for you, please send your resume and a brief one page write up sharing why you think you'd be a strong YIP Intern to Jennifer Ubaldino at jubaldino@foundationformetrowest.org.