

# Non-Profit Management Internship

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## DESCRIPTION

Internship with Mediators Foundation

Mediators Foundation is looking for part-time administrative interns to aid in social/political entrepreneurial ventures. Sample projects may include but are not limited to:

- Support to President, Mark Gerzon and Project Coordinator Eve Penberthy
- Facilitating community gatherings and dialogues
- Research for new and existing projects
- Assisting in online courses
- Political bridge-building projects
- Marketing/social media for Mediators Foundation and President Mark Gerzon
- This is a flexible position with hours ranging from 5-15hrs/week, immediate start.

Although at the outset this is an unpaid internship, it has potential to become a paid position. It is a perfect place to explore a career in the non-profit world, in politics, project management, or any other form of social enterprise for the common good.

## Preferred Skills include:

- Google Drive & Microsoft Programs
- Social media/online proficiency
- Hardworking, entrepreneurial spirit
- Acute attention to detail
- Strong research and writing skills
- Desire to learn
- Familiarity with Mail Chimp, Squarespace or WordPress preferred, but not required.

## INTERNSHIP CANDIDATE PROFILE:

- Passion for politics, civic engagement, civility, bridging the partisan divides etc.
- Hardworking, entrepreneurial spirit
- acute attention to detail
- strong research and writing skills
- bilingual strongly skills preferred, but not required

Learn more at [MarkGerzon.com](http://MarkGerzon.com) & [MediatorsFoundation.org](http://MediatorsFoundation.org)

**HOW TO APPLY**

To apply please send resume and cover letter to:

Eve Penberthy at [shivani.eve@gmail.com](mailto:shivani.eve@gmail.com)