



### **About The Asherah Foundation, Inc.**

The Asherah Foundation, Inc. is a United States 501(c)3 organization dedicated to providing Second Chance Scholarships to Women around the World. This dynamic organization has developed a rapidly-growing international constituent base. The Foundation regularly reaches thousands of individuals around the world. The Foundation is seeking interns with a passion for social change who are excited to be on the ground floor of a quickly-growing global organization.

### **Non-Profit Management – Scholarship Program**

This is a "hands-on" internship for a hard-working individual eager to learn non-profit methodology and gain leadership experience. The Non-Profit Management Intern will work closely with the Executive Director and other staff to oversee the review and execution of a complex, global scholarship program. This opportunity is ideal for someone who is self-directed, responsible, interested in management and demonstrates a strong interest in community building and education advocacy for women around the world.

The Non-Profit Management Intern will work with the Executive Director, members of the Executive Board, and other key individuals to redesign a signature global scholarship program, including:

- Compilation of research on best practices surrounding international programming;
- Design and execution of a comprehensive program review process; including development of review timelines and key deliverables;
- Gathering feedback from diverse constituencies around the world in a timely manner;
- Drafting and proposing recommendations for changes to the program, which may include:
  - Timelines
  - Revisions to key policies and strategies
  - Outreach efforts to potential applicants
  - Development of annual Scholarship Review Committee
  - Collection of scholarship applications
  - Communication with applicants throughout the process
  - Review process and criteria for awarding scholarships
  - Identification of strategic follow-up steps; and
- Providing support to the Executive Director in overseeing the overall review process.

## **Qualifications**

- Be enrolled in a degree seeking program (undergraduate or graduate students preferred); recent graduates welcome
- Demonstrated experience in effectively managing many competing priorities under strict timelines
- Exceptional organizational skills and meticulous attention to details
- A very positive attitude
- Punctual and reliable
- Very proficient in MS Word and Excel
- Internal sense of urgency and initiative that promotes focus, creative thinking, and solutions
- Strong verbal and written business communications as well as proofreading and editing skills
- Strong cross-cultural skills
- Comfortable asking questions and asking for direction

Previous experience with leadership and budget management is preferred.

## **Non-Profit Management Intern Logistics**

### **Spring 2018**

Start Date: Negotiable

End Date: June 1, 2018

Summer & Academic Year Internships may be arranged.

**Time Commitment:** Twelve hours per week commitment is required. Internship hours throughout the week are flexible.

**Location:** Online

**Compensation:** This is an unpaid volunteer internship. The Asherah Foundation will work with your school or university to arrange academic credit as appropriate.

The Asherah Foundation, Inc. is a United States 501(c)3 organization and does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

### **To apply:**

Please send résumé and brief cover letter outlining your relevant experience and interest in the position to: [heathermc@asherahfoundation.org](mailto:heathermc@asherahfoundation.org).

For questions, please contact us at:

[info@asherahfoundation.org](mailto:info@asherahfoundation.org)