



MANAGEMENT OPERATIONS INTERN

JOB DESCRIPTION

The Samaritan Women is a Christian nonprofit organization that is in its 3th year of operations. We operate five ministry areas including: (1) creating a transitional residence for women in recovery, (2) establishing a vocational training program in culinary arts, (3) managing Baltimore's largest urban farm, (4), a neighborhood revitalization effort along Wilkens Ave, and (5) a state-wide initiative against human trafficking. At this stage in the organization's development, we are moving out of the "frontier" stage and into operationalizing the organization. This means moving from pure vision and heart into systems, structures, and measurements. The emphasis on this internship is learning day-to-day nonprofit management and in studying the true impact of this organization on the community.

ASSIGNMENT DETAILS

This assignment should be for at least a semester, but multiple semesters would be desired.

QUALIFICATIONS and REQUIREMENTS

The ideal intern should be interested in pursuing a career in social service nonprofit work. This position will specifically shadow the Executive Director and serve as "right arm" by preparing for meetings, attending meetings, supporting media relations and correspondence, budget management, personnel management, etc. TSW's Executive Director has over 25 years of experience in the nonprofit sector and will devote considerable energy to transferring her knowledge to the intern.

Intern should be adept with Word, Excel, Powerpoint and Web research and be skilled at create forms, or instruments that help to track goals, outcomes, and financials.

This is a Christian ministry. Persons of any religious conviction are welcome to participate, but it should be understood, and not perceived as an obstruction, that we subscribe to this worldview.

Must be at least 18 years of age, have a valid driver's license, and carry your own liability insurance. The intern must not have any criminal history. This position may be exposed to persons with alcohol and drug addictions, HIV and other illnesses, and mental illness. Candidate should be well versed in the appropriate precautions for these conditions.

COMPENSATION

This is not a compensated position.

DUTIES

- Prepare briefings on prospective clients or agencies in advance of meetings
- Participate in committee and board meetings, take notes, summarize minutes
- Attend meetings with funders, politicians, clergy, nonprofit leaders, and community representatives
- support general office duties such as monthly budget reconciliations, board reports, correspondence, database management, and filings
- maintain social media sites to encourage awareness of TSW events and mission
- produce the monthly volunteer newsletter
- look for and suggest ways to make internal operations more efficient and productive
- work with the various ministry areas to develop outcome measures and community impact assessments

TO APPLY

Submit a short summary of your goals, why you are interested in this position and note any experience with nonprofit management.

This should be no more than 1 page. Email to Jeanne Allert, Executive Director at jallert@thesamaritanwomen.org