

Nonprofit Administration Internship

Family Futures is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Nonprofit Administration Interns gain practical, hands on experience in a nonprofit setting. This is a unique internship for those seeking experience in a leadership position where skills like time management, community collaboration, project management, and organization are key. This intern will report to the Executive Assistant.

Duties & Responsibilities

- Gain knowledge of the general principles of prevention and nonprofit administration
- Grant writing, reporting, and management
- Office management
- Attend community events and meetings as needed
- Create and modify documents using Microsoft Office
- Input and analyze data in various program databases and spreadsheets
- Program management
- Database management
- Assist with special projects
- General administrative, clerical, and reception support

General Requirements

- Current college student or recent graduate
- Interest in nonprofits
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization, even with frequent interruptions
- Maintain confidentiality
- At least 15 hours per week

Preferred Qualifications

- Strong interpersonal skills and ability to work with diverse groups of people
- Able to work in a variety of capacities
- Able to meet deadlines

Application Instructions

- Complete the online [internship application](#) and upload a current resume.
- For more information, please contact internship@familyfutures.net.