



Nonprofit Administration/HR 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 be part of the larger team to provide support to other areas of the organization as needed. This internship position is unpaid but college credit can be earned.

Duties & Responsibilities May Include

- Gain knowledge of the general principles of nonprofit administration
- Grant writing, reporting, and management
- Office management
- Recruit interns for following semester
- Navigate intern database
- Manage intern program
- 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 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
- Maintain confidentiality
- Ability to work autonomously
- At least 12 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.