



Operations Internship – Position Description

Position/ Title: Operations Intern

Type: Non-Paid Internship

About Union County Urban League:

The Urban League of Union County (ULUC) is a non-profit community service organization founded in 1944. We are one of 90 affiliates of the National Urban League. The Urban League supplies information on the minority population, conducts surveys, training programs, secures jobs, motivates youth, and provides essential services in education, housing, health, employment, and advocacy. Our mission is to assist African Americans and other underserved people in the achievement of social and economic equality.

Programs operated included Housing Counseling (pre and post home purchase, budget/credit counseling, foreclosure, default, and delinquency counseling); Employment counseling, referral, and placement; Case management/re-entry counseling for those formerly incarcerated; and Emergency Assistance for rent/mortgage, utilities, and food.

Summary

This internship will provide insight into the broad range of tasks that support the management of a small non-profit organization. This internship involves researching and writing grants, preparing reports, communicating with donors and supporters, and assisting with promotional work for fundraising and community outreach events. The intern will also assist administrative tasks such as overseeing written and telephone inquiries, data entry, copying, and managing the mailing list. This role will grant you the opportunity to attend important meetings, interact with clients & corporate partners, and develop your interpersonal & communication skills. The intern will report to and shadow the Executive Director.

Responsibilities

- Assist with researching and preparing grant proposals and documents
- Writing assignments; including donor letters, blog posts, and press releases
- Assist with event planning for community and fundraising events
- Post-event recap reports include attendance, receipts, pictures, etc.
- Document gift processing and fundraising reports
- Assist with data entry and client intake
- Represent Urban League at tabling events throughout the community
- Providing administrative support to Executive Director and leadership team as needed

Qualifications

- Undergraduate or Graduate student currently enrolled in a college or university
- Good verbal, written, email and interpersonal communications skills
- Strong computer skills with proficiencies in Microsoft Office (Excel, Word & PowerPoint)
- Highly motivated self-starter with strong project management, facilitation, and organizational skills.
- Ability to work effectively with people of diverse cultural and socioeconomic status
- Willing to learn new things and take on new tasks
- Ability to come to the Elizabeth office (Must provide own transportation).

How To Apply:

E-mail resume and cover letter to HR@ulouncj.org. In the subject line, write: “Operations Intern”



Urban League of
Union County

*Empowering Communities.
Changing Lives.*

The Urban League of Union County is an Affirmative Action/ Equal Opportunity Employer.