**Internship Position:** Non-Profit Coordinator

The Florida Disaster Foundation, a 501(c)3, is a direct-support organization of the Florida Division of Emergency Management established to provide assistance, funding, and support in disaster response, recovery, and relief efforts for natural emergencies. These funds are designed to directly contribute to the immediate recovery of communities impacted by disasters and provide needed support where federal assistance stops.

For more information on the foundation, please visit <https://www.floridadisasterfoundation.org/>

**Semester/Year:**

Summer 2024

**Intern Supervisor:**

Carly Miller, Special Projects Coordinator

**Internship Objective/Job Description:**

This position will support the foundation with administrative tasks, report management, donation assistance, marketing, and writing policies and procedures.

**Please list specific project tasks intern is expected to complete during internship tenure:**

* Coordination of public notices, and creation of calendar invites for board meetings.
* Attend and participate in quarterly board meetings.
* Completion of meeting minutes following board meetings.
* Attend and participate in bi-weekly internal DSO meetings.
* Support the development of social media and website marketing.
* Process donations thank-you notes and receipts.
* Engage with board members, donors, and other support personnel.
* Support fund raising and event management.
* Compile information for annual report submissions.
* Write internal policies and procedures as needed.
* Other duties as assigned.

**Desired Skills/Experience:**

* Technical skills in Word, Excel, PowerPoint, MS Teams, and Adobe
* Self-discipline and time management skills needed to work independently
* Strong verbal and written communication skills
* Possess strong interpersonal skills and the ability to work with the public in a professional manner
* Experience working with non-profits
* Experience working with social-media platforms and websites
* Commitment to the mission of the foundation

**Training/Prerequisites required or recommended:**

Previous experience working with non-profits is preferred, but not required.

**Desired Majors (Specific majors or “open to all”):**

Open to all applicants. Preference will be given to applicants working on a degree in Nonprofit Management, Business Management, Public Administration, Marketing, or Emergency Management.

**Will there be opportunities for travel? If so, explain:**

This internship may require attending events outside of regular working hours.

**Can this internship be completed virtually?**

Internship is in-person located at the foundation’s headquarters at Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida.

**Please submit completed form to:**

Ashley Lynch, Human Resource Consultant, Office of Human Resources

[Ashley.Lynch@em.myflorida.com](mailto:Ashley.Lynch@em.myflorida.com)