



Freedom 4/24 exists to raise awareness of the sexual exploitation and human trafficking of the women and children around the world and to provide financial support to partner organizations dedicated to bringing freedom and doing justice.

Job Title: Non-Profit Administration  
Reports To: Freedom 4/24 Staff  
Date: Spring/Summer/Fall Internship

#### SUMMARY

To serve as a Non-Profit Administration Intern with the aim of supporting the Freedom 4/24 staff in administrative duties to improve the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Management of constituent database (Little Green Light)
2. Management of donor portals
3. Assist with donor communication
4. Assist with financial record keeping
5. Aid in developing special projects, i.e. contacting sponsors, editing materials, emails, etc.
6. Other duties as assigned by the Freedom 4/24 staff.

#### SUPERVISORY RESPONSIBILITIES

This internship does not require any supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be self motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires community effort.

#### EDUCATION and/or EXPERIENCE

Completed at least two years of full-time studies at a university or equivalent institution towards the completion of a degree in business, non-profit management, or similar areas of study. Familiarity with Little Green Light is preferred but not required.

Experience in nonprofit work is desired but not required; however, it is essential to have the understanding that interning for a nonprofit requires flexibility and a willing to serve in varying capacities.