

# Community Leadership Intern



## Overview

At the Community Foundation of Johnson County (CFJC), we work to be the trusted leader of charitable giving by supporting donors, nonprofit organizations, and our communities. We do this through our mission of connecting communities who care with causes that matter to support sustainable change. To support this important work, the CFJC is searching for an individual to assist the VP of Community Impact and Outreach in coordinating events and programming for the Johnson County Nonprofit Alliance, Fall Community Grants Cycle, and additional programs and services the Community Foundation hosts in support of charitable giving in Johnson County. Additionally, the CFJC hopes to inspire this individual to continue to learn and grow in their personal professional development and skills, and learn about the local nonprofit sector.

This individual should be enthusiastic about supporting the local nonprofit sector, advancing equity and inclusion, sharing resources and collaborating, and enjoy working on a team. Individuals from all backgrounds and walks of life are encouraged to apply. If you are interested in advancing our mission and are passionate about making this community more vibrant, we want to hear from you!

Applications will be open from August 1<sup>st</sup> – September 3<sup>rd</sup>. To apply, please send a resume and cover letter to [info@cfjc.org](mailto:info@cfjc.org).

## Internship Position Description

### Community Leadership Intern

Title: Community Leadership Intern

Hours: 10-12 hours/week; September - December

Supervisory Responsibilities: None, Zero Direct Reports

Compensation: \$15 per hour

### Primary Purpose

The Community Leadership Intern for the Community Foundation of Johnson County will be responsible for assisting the Vice President of Community Impact and Outreach with community leadership focused activities. This position will support the Johnson County Nonprofit Alliance through event/programming logistics, communications, and data tracking. The Community Leadership Intern will also support the Fall Community Impact Grant Cycle, learning about equitable grantmaking practices and assisting with event logistics for the awards celebration event. Additionally, this position will help with day-to-day activities supporting the community leadership efforts of the CFJC.

This position requires a strong desire to advance partnership, collaboration, and nonprofit leadership in Johnson County, and skills in project management, detail-oriented processes, and communication.

### Essential Job Functions

- Coordinates event logistics and email communications for Johnson County Nonprofit Alliance Events;
- Assist in the management and data tracking of grant cycles;
- Assist in the coordination of events such as the Grant Celebration, Community Conversations, and topic-based events hosted by the CFJC;
- Support the work of the Community Foundation through a community leadership lens;
- Other duties as assigned.

## **Education**

High School Diploma or GED, preferred

## **Job Skills and Attributes**

*Curiosity:* eager to learn and try new skills

*Event Coordination:* project and event management skills to navigate event logistics including venue rental, catering, and program needs

*Effective Communication:* Able to work effectively on a team; builds concise communication for email distribution on behalf of the CFJC

*Community Focused:* interested in learning about community needs in Johnson County and how the nonprofit sector works in partnership with the private and public sectors to address those needs

## **Essential Functions**

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Those functions include but are not limited to: operating a computer, office equipment, telephone, and printer; the ability to move about space in the office and at events, and access required materials; the employee may be called on to move objects up to 20 lbs. from one point to another and regularly detect outside, environmental stimuli; and the ability to reliably travel to off-site meetings, events, and vendors will be necessary and access to transportation is required.

## **Accountability and Decision Making**

This position reports to the Vice President of Community Impact & Outreach and works with employees within the organization, as well as community foundation board and committee members. The employee must be able to differentiate between urgent and non-urgent matters, collect relevant information and consult with a supervisor or other team member before making major decisions. They must understand organizational priorities and implement projects accordingly. Employees may be asked to perform other duties as apparent or assigned.

## **Other Skills**

- Computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Canva (preferred, not required)
- Project Management
- Event Coordination

## **Benefits:**

- Hands-on experience – gain practical experience in the nonprofit sector through event and task management.
- Networking – Build connections with nonprofit professionals and community leaders in Johnson County.
- Professional Development – Participate in webinars, meetings, and trainings alongside CFJC staff.

## **To apply:**

Please send resume and cover letter to [info@cfjc.org](mailto:info@cfjc.org) by September 3<sup>rd</sup>, 2024.