

**Program Assistant Intern
Funding Information Center**

The Program Assistant Intern reports to the Executive Director and will assist with various programs of the agency. This is an unpaid internship with the possibility of two intern openings. Hours are flexible Monday – Friday.

The Funding Information Center serves nonprofit organizations by providing them funding information, education and other resources they need to succeed in their work.

You will have an opportunity to learn while you work with our:

- Library
- Education Program
- Membership
- Website & Job Posting program
- Marketing & media
- Research and other duties as needed

You will also assist with: Telephone & email inquiries, library visitors, developing & updating research, workshop & marketing materials

Required qualifications:

Extensive Microsoft Office experience, including Access, PowerPoint, Publisher, Excel, Word, & Outlook; website page updating/changing content (front end only, html not necessary).

Caring customer service orientation, excellent writing skills, good grammar and punctuation, ability to manage projects with little to no supervision, good judgment,

Preferred qualifications:

College junior or senior level student studying nonprofit management, social work, public administration, volunteer management or community relations. Nonprofit experience helpful, but not required. Experience with DotNetNuke websites is very helpful.

Please send resume & cover letter to lmcmillan@fic-ftw.org or fax them to 817-334-0167 or mail them to: Funding Information Center, Re: Internship, 329 S Henderson, Fort Worth, TX 76104

Please respect our request for no phone calls at this time. Thank you!