

Intern Job Description

The Hendricks County Community Foundation (HCCF), located in Avon, IN, is looking for a dedicated intern to assist with various Foundation activities including implementation of our GIFT VII Community Leadership grant civic engagement activities, specifically around voter education and engagement during the 2023 and 2024 elections. The Lilly Endowment GIFT (Giving Indiana Funds for Tomorrow) Community Leadership grant is an exciting opportunity for HCCF to expand our reach and impact in our community. This is an excellent opportunity for a full-time student, perhaps with a political science major, to gain experience in the nonprofit and Community Foundation arena. This paid, part-time position will be supported in part by the Indiana Philanthropy Alliance and funded by the Lilly Endowment and its GIFT Community Foundation Intern program. Positions are available in 2023.

Key Responsibilities:

- Assist with GIFT VII Community Leadership grant activities civic engagement activities, including
 - Developing and disseminating voter education materials
 - Assisting with production of Voters Guides
 - Assisting with the planning and production of Meet the Candidate events, including possible debates
 - Assist with awareness and marketing efforts, including print, social media and other media
- Assist with of HCCF activities, including:
 - Assist with donor research and cultivation
 - Administrative support for fund research and development
 - Assist with special events
 - Assist with nonprofit outreach and capacity building efforts in the county
 - Provide administrative support for GIFT VII activities, fund research and development

Other Responsibilities:

- Perform general office functions, such as answering phones, making copies, preparing mailings and updating the contact database
- Assist with necessary correspondence related to special events and scholarship and grants programs
- Attend various Board and Committee meetings as needed
- Other duties as assigned

Necessary Qualifications/Skills: Excellent writing and communications skills. Proficiency with Microsoft Office products: Word, Excel and Outlook. Ability to interact in a positive, professional manner with a wide variety of people, high level of personal integrity and discretion. This is an in-office internship.

Start date: ASAP

Contact: William Rhodehamel, President & CEO
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