

Learn and Earn- Intentional Endowments Network (IEN) IEN Internship

Anticipated Start and End Dates:	Fall 2020
Job Address:	Work from Home
Website:	http://www.intentionalendowments.org/
Hours Per Week:	20 Hours/Week (240 total hours)
Preferred Days of Week:	Flexible
Pay Rate and Travel Stipend:	\$18/hour + One-Time \$160 Wifi Stipend
Internship Class:	INT-299 Internship Class will be taken during fall 2020

Company Overview

The Intentional Endowments Network (IEN) is an initiative supported by The Crane Institute of Sustainability. IEN supports colleges, universities, and other mission-driven tax-exempt organizations in aligning their endowment investment practices with their mission, values, and sustainability goals. Through our work, we hope to bring all schools to invest with a goal to create a thriving, sustainable society for the next generation. You can visit our website for more information about our organization.

Internship Opportunity

The position is a paid internship that provides an exciting and unique opportunity for candidates interested in a range of topics including business, finance, impact management, higher education, non-profit management, sustainability, social justice, climate justice, diversity, equity & inclusion, a just transition, and more. This position requires 20 hours per week of the candidate's time. Scheduling is flexible and depends on the intern's class schedule, course requirements (if applicable), and availability.

Job Description

The intern will have responsibilities touching on the full range of activities of the Intentional Endowments Network, including but not limited to:

- Researching topics related to investing at college and university endowments, including strategies and tools, trends, best practices, and new innovations,
- Contributing to resource development, content curation, event planning, and data analysis,
- Assisting with administrative tasks related to database management and operations as well as website content creation and management.

Benefits

IEN's internship program is designed to provide students with a challenging, meaningful and supportive internship experience that equips students with relevant work experience and tools to be successful across several sectors throughout their career. Benefits include:

- Opportunities to participate in conference calls, in-person meetings, and other events to connect with and learn from experts in the field, building the intern's professional network,
- Developing specific work readiness skills, including learning how to work independently by setting and following a work plan, be accountable to deadlines, build positive and productive relationships across an organization, manage an effective outreach pipeline, and manage up
- Increasing proficiency in software including G Suite (e.g. Google Docs, Sheets), Microsoft Office software (e.g. Word, Excel, and PowerPoint) and customer relationship management systems (e.g. Nation Builder).

Qualifications

- Capacity to take initiative, work independently, and engage with a fast-paced team
- Ability to stay organized when working on multiple projects
- Ability to prioritize tasks and meet deadlines
- Flexibility and willingness to work in a small start-up non-profit environment
- Basic familiarity with computer software (e.g. Microsoft Office Suite) and cloud-based platforms (e.g. Google Drive)
- Interest in topics related to business, finance, higher education, non-profit management, sustainability, social justice, climate justice, and diversity, equity & inclusion is a plus, but students from all backgrounds and fields of study are welcome to apply, and do not need to have an explicit interest or previous experience in finance or business

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

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