



ReNeighbor is a community development organization that uses homeownership education, financial literacy counseling, community events, and civic engagement to decrease economic disparity and improve the quality of life for residents one neighborhood at a time. We believe that communities thrive when the majority of the residents are homeowners, increasing their connection and accountability to the community in which they reside.

ReNeighbor is seeking to fill the following intern positions:

Executive Intern Summary

ReNeighbor is looking for an **Executive Intern** to shadow our founder and CEO. The ideal applicant has a strong knowledge of the nonprofit landscape, including knowledge of nonprofit compliance parameters. Candidate will be exposed to every facet of the organizations operations. Those looking to gain valuable experience with a startup organization and experience scaling a community organization are encouraged to apply.

30hrs/week in Summer 15-20hrs/week Fall and Spring

Reports to CEO and founder

Executive Intern Description

The successful candidate will be responsible for assisting the CEO in all aspects of daily operations. Assisting to establish systems and protocols required to operate and scale ReNeighbor. Included but not limited to HR onboarding, CRM set up, establishing digital and physical collateral storage, and working with the board of directors.

Ultimately, setting the foundation for organizational success and finding ways to leverage and collaborate with existing organizations in this space. Must also exercise a great deal of discretion, as you may frequently be provided with highly confidential information.

Key Duties:

1. Work directly with the CEO and board to assist with development of internal operating processes.

- Researching and identifying best practices for financial reporting and HR onboarding
- Researching community events and establishing criteria to determine participation
- Research and identify community partnership opportunities.

2. Carryout the organizations mission

- Answer the telephone, greet visitors, and reach out on behalf of ReNeighbor.
- Running errands
- Representing the agency at various events.

Key Skills Required:

- Exemplify professionalism and a positive image.
- Proven written communication skills, and a passion for writing both short- and long-copy.
- Excellent verbal communications skills.
- An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work;
- An entrepreneurial attitude;
- Excellent attention to detail and a high motivation to learn;
- A proactive, service-focused attitude towards clients and the community.
- A desire to affect community change.
- An ability to remain calm under pressure and a robust/resilient attitude towards challenges;
- An ability to prioritize work and complete tasks with quick turnaround times and minimal fuss.
- The ability to work collaboratively with a team.