

# NONPROFIT LEADERSHIP INTERNSHIP

*Greenville, Ohio*

*The Light Foundation is a 501(c)3 nonprofit that was established in 2001 by 3-Time Super Bowl Champion and three-time Pro-Bowler Matt Light. We strive to instill and augment the values of responsibility, accountability and hard work by providing youth with unique outdoor learning experiences that assist them in reaching their highest potential. Our goal is to lead young people down a path to becoming responsible members of their communities who can pass on the torch of leadership and achievement to their friends and families.*

We're looking for a talented and driven student who is interested in pairing passion for our mission with a strong work ethic to make a big impact on the future of youth leadership. The intern will have the unique opportunity to learn the inner workings of a growing non-profit organization, be paired with staff mentors, assist with community engagement, and planning leading up to our annual programs and the Gauntlet Mud Run. They will also have the opportunity to be engaged in a wide variety of operational responsibilities in support of our relentless pursuit to raise funds for youth development. Each intern's skills, experience, and interests are taken into consideration to determine the exact nature of the scope of duties. In general, interns can expect to assist in:

- Administrative & Customer Service Delivery – Provide excellent customer service at all Light Foundation related events throughout the summer, answering constituent email/phone/in-person questions and welcoming visitors to the Chenoweth Trails office when front desk support is needed.
- Program & Event Planning – Actively participate in the planning of in-person events to inspire participation, fundraising, and education.
- Community Engagement – Coordinate the delivery of fundraising resources, communications, and incentives for programs and community leaders to ensure a successful launch of our 2022 season. Maintain a robust pipeline of stewardship calls, emails, and video to prospective and past participants to encourage them to register.
- Marketing and Promotion – Pitch story ideas to print, broadcast and digital media and utilize social media and develop strategies for web-based messaging. Keep up to date on the most effective ways to market non-profits.

Specific applicant qualifications and qualities include:

- Must be a current college student or recent graduate
- Commitment to the Light Foundation's goals and mission
- Be responsible, self-motivated, and willing to assist staff with any projects and tasks
- Strong written and verbal communication skills

- Possess excellent time management skills in order to balance multiple projects simultaneously and complete them in an efficient manner
- Ability to work independently and as part of a team
- Working knowledge of Microsoft Word, PowerPoint, and Excel

#### Details

- This is an unpaid internship, but college credit will be awarded
- Background check will be required
- Some weekends will be required
- We can offer flexibility with weekly hours and length of the internship to accommodate academic/work schedules. 15 hours a week minimum.

#### To Apply

- Please submit your cover letter and resume to [admin@mattlight72.com](mailto:admin@mattlight72.com) by Saturday, April 30, 2022.

We truly value our interns and volunteers and look forward to hearing from you.