



Jeannette Rankin FOUNDATION

Transforming Futures Through Education

Intern Job Descriptions

Scholar Grant Program

- Scholar Grant and Program Management & Leadership
- Scholar engagement
- Assist with application review
- Volunteer Application Readers management & leadership
- Gain an understanding of Scholar Grant disbursement
- Scholar Grant renewal process
- Work with the Scholar Grant program software

Nonprofit Management

- Assisting with major foundation projects
- Assisting with file and data management of current and historical documents
- Assist and gain understanding with volunteer support
- Assist with large assembly projects for donors, Scholars, and volunteers
- Working with database software

Nonprofit Events

- Assisting with the execution of the annual STAR Party fundraising event
 - Event setup and breakdown (decorations, signage, registration tables)
 - Assist with greeting and checking in attendees
 - Work to provide a positive experience for guests
- Assisting with special event preparation
- Gaining an understanding of nonprofit events

How to Apply

Apply via the SPIA-sponsored internship application.

[Application for SPIA-Partnered Internships – Fill out form](#)