

Four Freedoms Fund Internship

Overview:

NEO Philanthropy is seeking a part time intern to join the Four Freedoms Fund (FFF). Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. The Four Freedoms Fund is a national donor collaborative working to protect, promote and defend the self-determination, rights and opportunities of immigrant communities. FFF holds that the nation's immigration system must recognize the human rights and dignity of all immigrants, be fair and just, and prioritize keeping families together. FFF seeks to ensure this outcome by building and supporting a robust local, state and national infrastructure of immigrants' rights organizations and leaders.

Position:

This is a 12-16 hours per week part-time position based in NEO Philanthropy's New York City offices. The intern will support the Four Freedoms Fund by providing administrative and operations support, data tracking and management, payments and grant materials processing. This position will be supervised by FFF's Program Manager and Program Assistant.

Responsibilities:

- Grants administration support and preparation of documents for processing payments
- Tracking and recording incoming and outgoing payments in various trackers
- Data entry, management, and analysis (through Salesforce and Excel)
- Filing system organization and management
- Administrative support FFF staff and consultants
- Notetaking for meetings and webinars
- Communications support, responding to general inquiries, drafting and sending out email blasts

Qualifications:

- Demonstrated data entry and data auditing skills, with exceptional attention to detail.
- Self-starter attitude with the ability to work independently and as part of a team.
- Professional interpersonal communication skills.
- Experience with Salesforce a plus
- Interest or passion in social justice and immigrant rights
- Confident using computers and able to learn new software. Proficient with windows-based word-processing, Excel, Powerpoint, Outlook, Mailchimp, Adobe Acrobat, and using the Internet.

Location: 2 days a week working from NEO Philanthropy's offices in New York City

Compensation: Position offers an hourly wage of \$20. Benefits are not offered with this position

How to Apply: No calls, please. Interested applicants should send a resume, cover letter, and a list of three references to: FFFJobs@neophilanthropy.org. Only those whose applications are being considered will be contacted. The deadline for submission is 10/25/19

Hiring Policy: NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.