



Job Description: Nonprofit Operations Intern

Free Arts for Abused Children of Arizona’s internship program provides emerging leaders with the opportunity to help create a world of hope and healing for Arizona youth. Involved in both the arts community and the health and human service sector, interns will expand their knowledge and develop experience by working with our operations department. Through various department duties and special projects, interns will have fun and accomplish their learning objectives in a creative and energetic environment.

Experience/Skills: Candidates must be 19 years of age or older. Organizational skills, the ability to perform multiple tasks and work with diverse groups of people is important. Computer proficiency in Microsoft Word and Microsoft Excel is needed.

Reports To: Office Coordinator

Time Frame: Internships are available for spring, summer and fall semesters.

Hours: 10 - 25 office hours per week.

Stipend: No stipends are currently available; internship may be applicable towards course credit.

About Free Arts

Free Arts for Abused Children of Arizona is a nonprofit organization that heals homeless and abused children through artistic expression. Volunteer Mentors utilize visual, performing and culinary arts to help spark the creative spirit of children living in group homes, residential treatment centers and shelters across Maricopa County. Since 1993, Free Arts has touched the lives of more than 60,000 young people, helping them build self-esteem, improve social skills, renew trust and learn to express emotions in a positive way through the healing effects of the creative arts.

Responsibilities May Include:

1. Areas of work may include:
 - a. policies and procedures
 - b. budget tracking and reporting
 - c. human resource management
 - d. data management and office technology
2. Provide administrative support, as needed

Application procedure:

Submit a *one page* letter of interest, a current resume and one professional/academic reference letter.

Applications are accepted on a rolling basis and materials can be emailed to: Janice Dell, Volunteer Coordinator at jdell@freeartsaz.org. All Development and Operations interns must pass a background check and Program interns must submit an application for an Arizona Department of Public Safety Fingerprint Clearance Card. The cost for a background check is \$12.32 and the Fingerprint Clearance Card is \$65.00. (*Cost subject to change.*)

Healing homeless and abused children through artistic expression.

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