

THE NONPROFITCENTERS | NETWORK

Membership Intern/Volunteer – Wiki Resource

Fall 2019, 3-5 Hrs/Wk*

Who We Are

Community. That is the central value of The Nonprofit Centers Network's membership program. Since day one, our hallmark has been a vibrant community committed to keeping nonprofits from reinventing the wheel when it comes to creating shared solutions to big challenges. From creating hubs for literacy, supporting survivors of domestic violence, welcoming immigrants, and connecting families to the social safety net, our members are doing amazing things. By becoming a membership intern, you will get a firsthand look at what these changemakers are up to.

Job Description

Our membership program exists to support existing and developing nonprofit centers by sharing best practices of what has worked around the US and Canada. One tool that accomplishes this is our Wiki page which compiles information by categories. The information that populates these pages comes from our listserv conversations as well as links to additional resources. We recently transitioned to a new platform and have a year's worth of conversations (about 60) to synthesize and upload to the Wiki. If time allows, you can also synthesize data that is already in the Wiki.

By doing this project, you are getting an on the ground view of how nonprofit centers are tackling the various issues that come up, from safety to booking software to inclusion policies. You get to help make this resource as user friendly as possible, while providing in depth knowledge that will guide our members.

This position is for you, if you:

- Want an inside look on how nonprofits and nonprofit centers operate
- Can synthesize conversations into helpful data points
- Are extremely detail oriented
- Are passionate about strengthening the nonprofit sector
- Are a great team player, organized and willing to learn

Location

The Nonprofit Centers Network is located at The Alliance Center, 1536 Wynkoop St. Suite 103, Denver CO, a shared space focused on sustainability. But you can do this work from anywhere if Denver is not in your backyard.

Hours

We are looking for an organized, self-starter that can put in 3-5 hours a week from September to December 15th.*

Equipment Needs

You will need your own computer/laptop and the ability to participate on video conferencing calls.

How to Apply:

If you believe you are up to the task, please send a resume and cover letter to leena@nonprofitcenters.org ASAP for the Fall.

**If the project wraps up sooner or you'd like additional hours or experience, we'd be happy to discuss an alternative plan.*