



## **West African Vocational Schools Summer Internship: Administration**

**Application deadline: May 16, 2025**

**Start date** – June 2025 (*flexibility to start earlier if desired*)

**End date** – September 2025 (*or earlier depending on student's course needs*)

*WAVS is a nonprofit organization headquartered in Fresno that is dedicated to transforming lives in Guinea-Bissau, West Africa.*

### **Duties and Responsibilities**

The intern's responsibilities include but are not limited to:

- Day-to-day administrative duties as assigned by Donor Relations Manager, including depositing checks, printing, copying, scanning, filing, etc.
- Donor relations and development: Prepare donor receipts; assist with donor communications, including personally thanking them.
- Fundraising and Events: When applicable, assist with the preparation and execution of fundraising events.
- Grants: Help search for grant opportunities and assist with the compiling information for applications.
- Finance: Assist with preparation of monthly finances for accountant.
- Donor data management: Assist with timely and accurate entry of donor data into Salesforce, review and correct donor data as needed, create lists of donors based on specified criteria.
- Meetings: Prepare packet and materials for donor meetings, board meetings, etc.

### **Reporting lines**

The intern reports to the Donor Relations Manager, but assists the Executive Director and Director of Marketing and Events as needed.

### **Reimbursement of expenses**

The intern will be reimbursed for travel and other expenses incurred while carrying out his or her responsibilities on behalf of WAVS, provided that these expenses are approved in advance by the Donor Relations Manager, Director of Marketing and Events, or Executive Director. The reimbursement rate for the use of the intern's personal vehicle for WAVS-related travel will be the same as the IRS mileage rate.

### **Work hours/schedule**

The standard hours of work for the intern is 10 hours per week, with flexibility with the intern's class schedule.

### **Skills/Knowledge Gained:**

- An inside look at the workings of a small, international non-profit
- Shadowing, mentoring, and training opportunities with professionals in several departments
- Hands-on experience with planning and executing fundraising events, including managing volunteers
- Opportunity to engage with donors

**If interested, please email Alyssa Braun at [info@wavschools.org](mailto:info@wavschools.org) and include a copy of your résumé.**