Freedom’s Promise is an organization working to prevent human trafficking in Southeast Asia through community development and the love of Christ. The Nonprofit Administration Intern will be responsible for a variety of administrative and operational tasks in support of this mission.

Responsibilities & Qualifications

Responsibilities during the internship will include, but not be limited to, the following:

- Day-to-day administrative duties as assigned by executive director and staff
- Make regular bank deposits and maintain complete records
- Assist with timely and accurate entry into donor management system
- Assist with donor communications, including preparation of gift acknowledgements
- Prepare packets and materials for donor meetings and events
- Assist with planning and implementation of fundraising events
- Become proficient on all office systems, such as: organizational filing system, expense tracking, donor database, Dropbox, Google Docs, etc.

Qualifications for the ideal candidate:

- Completed or working toward a college degree in a related field (e.g., business administration, nonprofit management, social entrepreneurship, marketing, event planning or other relevant major).
- An effective communicator in written and oral form
- Detail-oriented, proactive, a love for organization and administration, ability to prioritize, and meet deadlines
- This person must be exceedingly well organized, proactive, flexible and dedicated to helping in a support role
- Technical computer skills, especially in Microsoft Word and Microsoft Excel
- Comfortable working alone on assignments and in collaboration with others
- Internal management and project coordination a plus
- Previous internship or related experience a plus

Interested candidates should submit their cover letter (including three personal goals for this internship) and resume to contact@freedomspromise.org.