



NONPROFIT MANAGEMENT INTERN

JOB SUMMARY

Thrive is looking for an intern interested in working with a public-private collaboration to gain experience in the nonprofit sector and/or public health.

THE ORGANIZATION

Thrive is leading a public-private collaboration to reduce the teen birth rate and improve the sexual health of youth and young adults in Central Oklahoma. Our comprehensive plan outlines three key strategies to reduce teen pregnancy: 1) providing age-appropriate, evidence-based sexual health education in schools; 2) ensuring access to teen friendly reproductive health services, including a full range of contraceptives, to sexually active youth; 3) engaging youth, parents, faith communities and youth-serving organizations in teen pregnancy prevention efforts.

RESPONSIBILITIES

- Maintaining office space, event organizing, and reception.
- Copy editing meeting documents, publications, and other materials as needed.
- Assist with mail and email marketing processes.
- Data management systems, basic bookkeeping, and financial processes.

REQUIREMENTS

- College student in related degree program
- Excellent attention to detail
- Ability to work with limited supervision
- Strong organizational and analytical skills
- Proficiency in Microsoft Office Excel and Word
- Interest/knowledge in adolescent sexual health and education is a plus

WEEKLY HOURS

Internship hours will be coordinated to fit the student's class schedule and meet course credit requirements.

COMPENSATION

This is an unpaid internship position. Internship hours may be eligible to receive course credit through a university program. Letters of recommendations will be supplied if requested for students who show promising work.

Send resume or curriculum vitae (CV) and (optional) work samples to info@thriveokc.org by December 21st 2018.