



Business Information

Business & Industry:	Ohio Network for Innovation; Non-profit. www.ohionetworkforinnovation.com
Contact Information:	referrals@ohionetworkforinnovation.com

Internship Description

Position Title:	Administrative and Operations Intern
Work Type:	Part-time, Remote.
Duration:	Upon project completion.
Majors Desired:	Business Administration, Nonprofit Management, Public Administration, or related field.
Position Description:	The Administrative and Operations Intern supports various administrative tasks aimed at enhancing organizational efficiency and effectiveness. The role offers an exciting opportunity to gain hands-on experience in areas such as research, grant writing, data management, fundraising and event coordination.
Responsibilities:	<p>Upon agreement with ONI, the Marketing & AI Development Intern will have the opportunity to choose from one or more of the following projects:</p> <ul style="list-style-type: none">• Researching and developing the use of AI tools to improve organizational efficiency.• Grant research and writing to secure funding for ONI's programs and initiatives.• Contract tracking, internal data management, and creation of reports for organizational stakeholders.• Fundraising projects, including donor research, outreach, and campaign coordination.• Development of presentations for conferences and events to showcase ONI's programs and impact.• Researching and identifying relevant trainings and conferences for ONI employees to attend.



Preferred Qualifications:	<ul style="list-style-type: none">• Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.• Excellent research and analytical abilities, with attention to detail and accuracy.• Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with project management tools.• Strong written and verbal communication skills, with the ability to effectively communicate with internal and external stakeholders.• Interest in nonprofit administration, operations, and/or development.
Learning Outcomes:	<ul style="list-style-type: none">• Gain practical experience in nonprofit administration, operations, and development.• Develop research, writing, and presentation skills through projects such as grant writing, data analysis, and event coordination.• Enhance organizational and project management skills by supporting various administrative tasks and projects.• Learn about the use of AI tools and technologies to improve organizational efficiency and effectiveness.

Application Process

To Apply:	Send resume and cover letter indicating preferred project(s) to: referrals@ohionetworkforinnovation.com
Application Deadline:	May 31, 2024
