



Community Foundation of St. Joseph County Internship Opportunity

The Community Foundation of St. Joseph County has an opportunity for a paid college internship for the summer semester 2026. In addition to providing valuable work experience, the internship will pay \$15 per hour. Position requires a set schedule of up to 20 hours a week, onsite at the Community Foundation offices. *The internship may persist through the academic year depending on the student's schedule and needs of the Foundation.*

The Community Foundation is a charitable endowment dedicated to improving quality of life for the people of St. Joseph County, Indiana. Thanks to the generosity of many caring people in our community, our assets have grown to over \$300 million since we began our work in 1992, making us one of the top 100 nationally.

Since its inception, the Community Foundation has returned over \$100 million to the community in the form of grants. We currently manage over 400 individual family funds (donor-advised), field of interest funds, scholarships, and designated organization funds to benefit scores of local charities such as the South Bend Symphony, the Center for the Homeless, and LOGAN, just to name a few.

The Community Foundation of St. Joseph County has spearheaded several key initiatives aimed at strengthening different facets of our community including ArtsEverywhere, the African American Community Fund, the Early Years Count Education Initiative, the Leighton Award for Nonprofit Excellence, and the Senior Living Initiative. More information is available at www.cfsjc.org.

Intern Responsibilities:

- Participate in Foundation initiatives and projects that allow greater understanding of nonprofit, grant and scholarship administration;
- Assist with grant processing that includes report review and reconciliation;
- Assist with scholarship related projects that utilize our online scholarship system, historical data, budgeting, and other reporting;
- Perform various tasks as needed to support ongoing Foundation operations such as donor communications, outreach programs and other student and donor related activities.

Desired Qualifications:

- Currently in pursuit of Bachelor's or Master's Degree, preferably at a college or university located in the South Bend region;
- Excellent interpersonal, written and oral communication skills;
- Strong organization skills;
- Ability to work independently and follow tasks through to completion;
- Proficient in latest versions of Microsoft Office (Word, Excel, PowerPoint);
- Desire to learn about and contribute to the Community Foundation's mission.

How to apply:

Interested undergraduate and graduate students should digitally submit a cover letter and resume including references to info@cfsjc.org with "Internship" in the subject line.