

Social Enterprise Summer Internship

Program: Development Assistant Intern with Beautiful Day



The Social Enterprise Summer Internship Program provides students the opportunity to intern with ventures creating social good. Students will engage in meaningful and impactful opportunities in the social enterprise sector. Students will be part of a cohort that will meet on a bi-weekly basis and participate in peer-learning workshops. The Summer Internship Program is a great opportunity for students to gain social enterprise exposure and experience. The workshops will enhance the internship experience and build essential professional skills.

Program structure

- Students will intern for 8-10 weeks with an approximate start date of June 12 for 10-20 hours a week. Scheduling of hours can be worked out between the student and the host venture. Students will have the opportunity to interview with the social ventures and matches will be made based on venture and student feedback.
- The cohort of interns will come together for five peer-learning meetings to enhance leadership and professional development skills
- Students will attend an orientation event prior to internship start date

To apply

Students attending a Rhode Island college or university may apply by emailing a resume and cover letter to talent@segreenhouse.org. Beautiful Day is only one of the available opportunities part of this program. [To view the listing of all internship opportunities part of the Social Enterprise Summer Internship Program click here.](#)

Development Assistant Intern with Beautiful Day



About:

[Beautiful Day](#) began with a late night, a few beers and a question: how could our community do something practical to help refugees rebuild their lives in Providence. We felt proud to live in a country and community that was welcoming refugees from the most devastated places on earth. But we could also see how much they struggled and how badly they wanted to find jobs to support their families. So we started a small volunteer-run granola business (back then we called it the Providence Granola Project) to employ them. Over time as this business grew into a 501(c)(3) non-profit, we began shaping each part to serve a greater purpose. The work became a hands-on classroom where refugees learn critical skills and confidence. Our products now invite communities all over America to think about issues of human displacement. And our granola-loving customers are, one by one, becoming genuine partners making the whole thing possible.

Description of Internship:

Responsibilities include fundraising data entry and management, preparing reports and maintaining appropriate filing systems. Ultimately, a successful Development Assistant Intern should support the efficient and smooth day-to-day operation of our small fundraising department.

Responsibilities:

- Plan meetings and take detailed minutes
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system of prospective donors
- Assist in development of internal fundraising policies and procedures
- Order office supplies and research new deals and suppliers
- Help reconcile financial reports
- Provide general support to visitors
- Help develop an annual fundraising plan including direct mail solicitations and grant submission schedules
- Support monthly donations acknowledgment mailings

The Director of Strategic Partnerships will manage the Development Assistant Intern. Upon successful completion of the internship, a written recommendation will be provided.

Qualifications

The right candidate should have excellent oral and written communication skills and be able to organize their work using tools, such as MS Word and Excel as well as web-based fundraising software.

Hours per week: 10 hours a week

Learning Objectives:

- Introduction to fundraising and donor relations

Compensation: Unpaid, school credit