

# Social Enterprise Summer Internship

## Program: Non-Profit Business Development

### Intern with Rhode Island Free Clinic



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](mailto:talent@segreenhouse.org). Rhode Island Free Clinic 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.\*\*](#)

# Non-Profit Business Development Intern with Rhode Island Free Clinic



## **About:**

Nationally recognized and locally honored for our robust volunteer/community partner model, [the Clinic](#) mobilizes a statewide corps of nearly 700 volunteer doctors, medical professionals and community partners to provide a patient-centered medical home to uninsured, low-income Rhode Island adults, and job training to students in the healthcare field. Nearly 2,000 vulnerable adults annually receive access to primary care, specialty care, labs and diagnostics, wellness programs and medicine at the Clinic – all totally free. The Clinic's \$1.1 million Annual Operating Budget (100% raised from donors) is used to leverage over \$5 million in additional donated services, supplies, and equipment for patient care and services.

## **Description of Internship:**

The Financial Management Intern is responsible to assist the Clinic's Business Manager to upgrade the Clinic's current Quickbooks accounting to the Cloud and enhance the Clinic's financial management systems. This is an excellent opportunity to gain transferable, hands-on skills in nonprofit financial management.

## **Qualifications**

- Rising junior or senior undergraduate, or graduate student with demonstrated interest in business, entrepreneurship, or financial management
- Excellent organization and communication skills
- Excellent Microsoft Excel skills with proficiency in Microsoft Office Suite
- Detail oriented and able to multitask and work under a deadline
- Background in business, economics, entrepreneurship, accounting or related field
- Ability to thrive working with the Clinic's high-performing team of staff and volunteers

**Hours per week:** Commitment: 15-20 hours a week for 12 weeks (June-August). The Clinic is open Monday & Wednesday 8-5; Tuesday & Thursday 8am-9pm; and Friday 8am-1pm.

**Learning Objectives:**

The Financial Intern will gain skills through the following:

- Gain proficiency in non-profit financial systems, budget development, analysis, and reporting
- Help develop and achieving strategic financial goals
- Help upgrade Clinic's accounting system from Quickbooks to the Cloud
- Create new financial systems, metrics and reports

**Compensation:** Unpaid, school credit