



Girls on the Run of Bexar County

Council Operations Internship

Organization Description

Girls on the Run Bexar County (GOTRBC) is a 501c3 non-profit, community-based organization offering programs that inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. For more information visit our website, www.gotrsanantonio.org.

Position Summary

This position is intended to provide qualified college students with opportunities to develop skills in nonprofit organization. The Operations Intern will directly assist the Girls on the Run Bexar County staff by providing in-office support with a wide range of projects related to processes and procedures, fundraising efforts, and office management functions. The Council Operations Intern will work closely with the Community Outreach Manager and the Program Manager.

- Part-time from August to December (Fall semester) or January to May (Spring semester)
- Hours are flexible and will be determined together with the intern. A minimum of 10 hours/week is required.

This is an unpaid internship, although we will work with successful applicants to obtain school credit if desired.

Responsibilities

Responsibilities are provided as examples of possible work. Actual focus will be determined based on the organization's needs as well as intern's areas of interest and skills. Training and support are available.

- Assist in fundraising efforts including our SoleMates program, Giving Tuesday, and The Big Give
- Assist in administrative office procedures
- Coordinate with other council interns and assist in projects related to event planning and marketing
- Assist council staff and fellow interns in Volunteer and Coach trainings
- Participate in various meetings and functions of the Mayor's Fitness Council
- Sort, organize, and classify paper and electronic program files
- Conduct research on potential sponsors and donors
- Other duties as required

Qualifications

- A strong belief in the mission of Girls on the Run
- Juniors and Seniors pursuing a bachelor's degree, recent graduates, or students pursuing a master's degree in business, public health, marketing, public relations, communications, nonprofit management, public affairs, or a related field



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- Excellent organizational skills
- Excellent communication skills
- Social media management experience a plus
- Microsoft Word, Excel, and PowerPoint experience
- Ability to complete administrative tasks from a home/dorm office and computer
- Self-starter, flexible, and able to manage multiple tasks
- Excellent project management, collaboration, and team participation skills
- Understands and embraces diversity and inclusiveness in thought, word, and action
- Understands and embraces a healthy lifestyle in thought, word, and action
- Ability to drive plus the availability of an insured vehicle to get to and from program sites, meetings, and other events – preferred

All interested candidates send resume to:

Minka Misangyi, Executive Director
minka.misangyi@girlsontherun.org
210-901-0167

Candidates will then be asked to submit an online volunteer registration form and pass a background check.