



Nonprofit Management Intern (Temporary/Part-Time)

LOCATION: Washington, DC – Hybrid work schedule available

SALARY: \$20 / hour

DATES: (approx.): Immediate –through May 2024

HOURS: (approx.): 10-12 hours per week

Stewards of Affordable Housing for the Future (SAHF) is a collaborative of twelve [nonprofit affordable housing providers](#) who own more than 149,000 affordable rental homes across the nation. SAHF members are committed to the long-term affordability, sustainability, and expansion of rental housing that makes a difference in people's lives. **Our mission is to advance the creation and preservation of healthy, sustainable, affordable rental homes that foster equity, opportunity, and wellness for people of limited economic resources.** SAHF and its members are applying their real-world experience to advocate for implementation of new programs and distribution of funds that will work in collaboration with current programs and practices and ensure the creation of more equitable communities.

JOB DESCRIPTION

This Nonprofit Administrative and Operations internship offers the opportunity to deepen understanding of and skills in nonprofit management and governance. The intern will work directly with SAHF's Office & Program Administrator on operations and administration, and systems improvements. The intern will also gain exposure to affordable housing practitioners, be provided professional development through learning sessions for staff, and gain exposure to and some training in the software and systems that SAHF currently uses. We are committed to an internship experience that includes skill-building and learning. We anticipate that a successful intern will walk away with one or more products or projects from their experience. The products and projects will be defined by organizational need.

Roles and Responsibilities: The Nonprofit Administrative and Operations Intern will have the following broad job responsibilities.

- Based on good governance principles, create a checklist and reminders based on SAHF's current compliance calendar, including guidelines on keeping it up to date.
- Support development of measurement and reporting tools for our 2023-2025 Strategic Plan.
- Research and help implement improvements to member management.
- Organizing minute books, drafting resolutions and meeting minutes.
- Support SAHF staff in developing improvements in financial, administrative, and operational systems. Create summaries, comparisons and quotations for systems and support other administrative needs. Support other management, including the CEO and Vice Presidents, in their organizational, research, and reporting needs.

Required skills and experience:

- Bachelor's degree or at least 3 years working in a nonprofit or membership organization.
- Excellent organizational and writing skills.
- Strong attention to detail.
- Analytical skills which allow you to collect, organize, visualize, and assimilate data.
- Demonstrates initiative and curiosity.

COLLABORATE. INNOVATE. ACCELERATE.

Stewards of Affordable Housing for the Future

- Proficient in Excel, Word, Knowledge of survey tools and/or Canva a bonus.
- Committed to collaboration, excellent customer service, and SAHF's mission.
- Demonstrated interest in non-profit management and leadership.

SAHF is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion, to apply. On a daily basis, we are committed to our core values of Respect, Diversity and Inclusion, Collaboration, Stewardship and Integrity. You can learn more about us on [our website](#).

Please submit resume and cover letter to jobs@sahfnet.org. Thank you.