



Spencer County Community Foundation

Member of the Community Foundation Alliance Inc.

For Good. For Ever. For Spencer County.

Lilly Endowment Community Foundation Intern: Community Needs / Priority Assessment Intern

Employed by Spencer County Community Foundation
Reports to Spencer County Community Foundation Director

Job summary

- Work with the Foundation Director and a committee composed of board members to organize, administer and conduct a 'Gap' analysis for Spencer County, Indiana – a systematic exploration of the way things are and the way they should be – usually associated with organizational and/or individual performance. We anticipate the difference between the current and the necessary will identify our needs, purposes, and objectives for future years
 - Determine our current community situation and our desired or necessary situation through surveys, face-to-face interviews and round table discussions.
 - Identify community priorities and importance.
 - Identify causes of performance problems and/or opportunities.
 - Identify possible solutions and growth opportunities.
- Compare the consequences if the program(s) are not implemented
- Generate and communicate recommendations to community, trustees and current / potential fund founders.
- Perform administrative and office support activities for Foundation: field calls, filing, copying, prepare for meetings.
- Become familiar and comfortable with the Community Foundation and its concept, vision and mission.

Minimum requirements and abilities

- Applicant must be enrolled in at least one course for which the student will qualify for credit toward an associate's, bachelors or graduate degree at an Indiana college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. A student who met this requirement in the spring semester and who plans to enroll in college in the fall semester is eligible. Courses considered remedial will likely not count.
- Excels at verbal and written communication skills and an ability to work individually on a project or in a team environment while leading group discussions.
- Prior experience working with volunteers.
- Is eager to meet and exceed objectives and take on more responsibility
- Brings to the position outstanding organizational skills and the ability to handle multiple projects simultaneously while meeting deadlines.
- Ability to concisely report information gathered.
- Comfortable conducting telephone interviews, group presentations or leading discussions.
- Proficient with Microsoft Office products.
- Previous experience with Community Needs / Priority Assessment helpful.

This intern will work 12-20 hours per week at our Spencer County Community Foundation office in Rockport, Indiana with the rate of pay based upon experience will be between \$12-\$20 per hour.

Interested candidates should apply online at Indiana INTENnet <http://www.indianaintern.net/students/> or send your resume samples of your work to: laura@spencercommunityfoundation.org with 'intern' in the subject line.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.