



## Nonprofit Administration Internships

### About The Catalyst Center

**The Catalyst Center** is the catalyst vehicle that leverages connections between research, policy, and practice to inform and lead capacity building efforts across the state of California for providers in the fields of child and family services.

### What does it mean to be an Intern with the Catalyst?

An important component in the movement toward justice, equity, and healing for all children and families is in social political change. It is the Catalyst's priority to advance these policy efforts in meaningful and evidence-based approaches, engaging in all levels of advocacy and community relations to strengthen supports for children and families in California. The Catalyst is seeking a dynamic and dedicated Nonprofit Administration Intern to join us in this movement. Interns may be undergraduate and graduate students with a focus in studies such as public policy, law, social welfare, or criminal justice. We strongly encourage students of color and other diverse backgrounds to apply. The mission of the internships is to engage and to encourage individuals from groups that are traditionally underrepresented in public policy sectors and nonprofit leadership. Please note that this internship is not a direct service placement, and rather focused on macro practice: organizational development, nonprofit administration, strategic planning and fund development in the context of an advocacy agency.

Curricula and projects are tailored to the level of skill/interest of the intern and we ask that interns commit to this placement for a minimum of one semester. The selected interns will have opportunities to apply and build analytical, research, strategic planning, and nonprofit management skills. Interns will be part of multidisciplinary teams interfacing with social programs, engaging in opportunities to think critically and strategically about how programs align with need, and translating this into action on sociopolitical platforms.

Interns work as partners in our advocacy, training, and technical assistance services, and are given substantive duties under close supervision of the Director of Strategic Initiatives including:

- Provide staff with support in research and analysis of various topics, organizations, and key players in the field
- Attend conferences, briefings, and forums as a representative of the Alliance and share information about those events with staff
- Assist in the preparation of Alliance and Center publications and events
- Close involvement in various stages of fund development including building relations, producing reports, writing grant proposals, and supporting other written deliverables
- Analyzing and interpreting program data, and building reports
- Conducting literature reviews
- Participate in regular networking meetings with various Alliance staff to learn more about topic areas of interest and to understand the context of the agency's policy work
- Provide any other support to the Director of Strategic Initiatives as needed
- Opportunities to attend trainings to develop specific skills and content knowledge areas.

## Qualifications:

The Catalyst requires applicants to demonstrate an interest in learning about nonprofit management. Interest in child development, mental health, or child welfare issues a plus.

- The ability to work independently in a fast-paced office, under tight deadlines;
- Understanding of and commitment to diversity issues;
- Interest in learning research methods and/or program operations;
- Excellent attention to detail and ability to multi-task;
- Excellent written and oral communications skills; and
- A good sense of humor!

To apply, please email a cover letter, resume, and a short (2-3) page writing sample to Deborah Son, Director of Strategic Initiatives, at [dson@cacfs.org](mailto:dson@cacfs.org). Please put “Nonprofit Administration Intern” in the email subject line.

The Catalyst internship applications are considered on a rolling basis. The Catalyst is an EOE dedicated to advancing field capacity for all children and families throughout California to thrive. For more information about the Catalyst, visit [www.catalyst-center.org](http://www.catalyst-center.org).