



## FINANCE & OPERATIONS INTERNSHIP

The Community Foundation of Herkimer & Oneida Counties, Inc.  
2608 Genesee Street, Utica, NY 13502 | P: 315-735-8212 | F: 315-735-9363  
[foundationhoc.org](http://foundationhoc.org)

### REQUIREMENTS

Candidates for this internship should be passionate about the Mohawk Valley and its people. Ideal candidates will possess an interest in gaining experience in the day-to-day operations of a nonprofit organization with a focus on this community. Applicants should possess:

- Excellent communication skills
- Ability to interact with and work collaboratively with persons of diverse backgrounds
- Positive attitude, willingness to take direction, professional demeanor

### RESPONSIBILITIES

- Assist with the management of day-to-day business operations including finance, information technology, contract management, human resources and property management
- Conduct research on potential donors, strategic partners, communication strategies and industry best practices
- Prepare meeting materials, reports and presentations for internal and external use
- Assist the operations staff in planning events, engagement activities and other on/off-site events
- Assist with mailings, filing and special projects, as needed
- Other duties as assigned

### DETAILS

- 200 hours
- Paid
- Primary worksite: Foundation offices, 2608 Genesee St., Utica
- Some travel will be required, and intern should have reliable transportation
- Reports to Operations Manager

### ELIGIBILITY

- Open to college students, recent graduates and graduate students
- GPA of 3.0 or higher
- Major or degree in business administration, finance, economics or allied fields is preferred but not required

### HOW TO APPLY

Please email [jhusnay@foundationhoc.org](mailto:jhusnay@foundationhoc.org) the following materials by May 17, 2019:

- Résumé
- Two letters of recommendation (academic and/or employer – no personal recommendations, please)

### ABOUT THE FOUNDATION

The Community Foundation of Herkimer & Oneida Counties works in partnership with nonprofit organizations, community leaders and changemakers in Herkimer and Oneida counties to address regional needs through strategic initiatives and proactive grant-making. Since its founding in 1952, The Community Foundation has invested more than \$75 million in Oneida and Herkimer counties in support of economic development, education, health, and arts and culture.