



OPERATION GRATITUDE

Internship (Unpaid)

Remote/On-site

JOB TITLE:	Internship
DEPARTMENT:	Various Departments (Development, Human Resources, Operations)
REPORTS TO:	Supervisor for the functional area
LOCATION:	Remote/On-site

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

Vision: We envision a future where all who serve believe the American people care

THE OPPORTUNITY:

These internships afford unique opportunities to understand the inner workings of a non-profit organization and learn and contribute to the social, cultural, economic, political, and community-based program that drives Operation Gratitude. The work schedule is flexible and will be discussed during the interview. This is an unpaid internship, and class credit is provided as applicable.

KEY RESPONSIBILITIES:

- Support Operation Gratitude's mission by
 - Work on assigned functional project(s) in either Development, Human Resources or Operations
 - Adhere to organization practices, policies, and procedures, along with applicable federal, state, and local laws, and business practices as prescribed by your supervisor
 - Prepare timely and accurate reports, presentations, and other correspondence as applicable to the performance of duties and/or as directed by your supervisor
 - Prepare for, schedule, and ensure attendance at all assigned meetings, employee activities, and training events
 - Perform all other duties as assigned by your supervisor or senior management

DESIRED QUALIFICATIONS & EXPERIENCE:

- Excellent verbal, written, interpersonal, and group communication skills
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail
- Strong interpersonal skills, including an ability to maintain positive professional relationships with a range of people, including Military community members, funders, influencers, and the media, both in person and by writing/phone
- Demonstrated working knowledge of Microsoft Office Suite and Google Suite platforms

- Experience working with volunteers
- Strong administrative, organizational, and time management skills; ability to self-set own priorities and meet deadlines
- Physically able to reach, bend, stoop and frequently lift up to 50 pounds

Desired Qualifications

- Completed Sophomore year of college
- GPA of 3.0 or higher
- Service in, or affiliation with, the Military/First Responder communities

PROFESSIONAL LEVEL: Full-time, Hourly, Non-Exempt – unpaid internship

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit www.operationgratitude.com.

To apply, please email your resume and cover letter to resumes@operationgratitude.com