



Operations/HR Intern Paid Internship

Mission

Fairfield County's Community Foundation (FCCF) promotes philanthropy to build and sustain a vital and prosperous community where all have the opportunity to participate and thrive.

Purpose

Fairfield County's Community Foundation is seeking an intern to support Operations/HR/Marketing. For the right candidate this is an excellent opportunity to develop your project management, human resources, presentation and writing skills. This position will assist the VP of Operations (as well as the Director of HR and the Director of Marketing).

This internship will include project managing:

- Updates to the new-staff orientation PPT
- Updates to the FCCF employee manual
- Creating and/or updating other material useful for new staff (like fact sheet, glossary, etc)
- Updates and edits to procedure documents for managers of new staff members

Excellent project management, organizational and communications skills are central to this role and the ideal candidate should have strong attention to detail. The candidate should also be well very comfortable with working on several projects at once.

Role and Requirements:

- Ability to handle and prioritize multiple projects while meeting deadlines and goals
- Attention to detail and accuracy mandatory
- Candidate must be working towards a Bachelor's degree as a Junior or Senior at the University level

Schedule

The schedule will be determined with the intern selected.

Applications

Please e-mail three samples that represent your writing abilities, a letter describing your interest and qualifications, along your resume to: recruiting@fccfoundation.org