



Community Investments Internship

Internship Summary:

Lehigh Valley Community Foundation is currently seeking an intern to assist in operationalizing the Community Investments team's approach to instituting learning practices. LVCF's definition of a learning organization can be found [here](#). The intern will research, design and implement a standardized approach to summarizing and sharing the department's learnings.

Main activities:

- Research industry best practices around reporting summaries from grant models.
- Design a report summary template for continued use for the foundation.
- Review and summarize previously submitted reports from grant models.

Desired Qualifications: Excellent with technology, creative mindset, attention to detail, ability to complete job tasks on time, and great organizational skills. There is no education requirement or previous work requirement.

Reports to: Director of Community Investments

Compensation & Hours: Working hours are flexible but must be between 9 am – 5 pm Tuesday-Thursday. The position is planned to begin in May or June 2023 and will require 6-8 hours per week. Compensation is \$20.00 per hour. Hours are very flexible and can be adjusted to fit the intern's preferences.

How to apply: If interested in applying for this position, please submit a resume to Megan Briggs, Director of Community Investments, at megan@lvcfoundation.org. If you would like to learn more about the position prior to submitting a resume, please feel free to contact Megan.

The foundation is an Equal Opportunity Employer and complies with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact LVCFHR@lvcfoundation.org.

Benefits of serving in this role include:

- Gain exposure to a wide variety of Lehigh Valley nonprofit organizations
- Contribute to a growing foundation through developing and maintaining administrative functions
- Gain insight into the philanthropy sector

About the Lehigh Valley Community Foundation: The Lehigh Valley Community Foundation promotes philanthropy in order to improve the quality of life in our region, encourage collaboration among area philanthropists, and to serve as a source of information and expertise regarding charitable giving.