

Job Title: Business Operations & Advancement Intern

Status: Unpaid - Remote

Department: Business & Development

Reports to: Owner, Founder, CEO

Revision Date: 08/2025

POSITION SUMMARY:

The Strategic Operations & Advancement Intern supports the internal functions that power the organization. This role spans administrative support, finance, HR, recordkeeping, and mission advancement initiatives including alumni and partner relations, as well as grant research and funding development. This intern will work on backend tasks that ensure smooth, compliant, and sustainable operations.

KEY RESPONSIBILITIES:

- ★ Assist with organizing and maintaining financial records, invoices, and budgets
- ★ Help review contracts, insurance policies, and compliance documents
- ★ Coordinate alumni outreach and maintain alumni records
- ★ Research potential grants, funding opportunities, and support application preparation
- ★ Track communications and documents related to partnerships and sponsorships
- ★ Maintain digital filing systems for contracts, records, and reports
- ★ Join once weekly team meetings to discuss projects and company planning

REQUIRED QUALIFICATIONS:

- ★ Basic understanding of finance, business operations, or accounting
- ★ Proficiency with spreadsheets and Google Workspace or Microsoft Office
- ★ Attention to detail and commitment to confidentiality
- ★ Must be enrolled in an Internship academic course

PREFERRED QUALIFICATIONS:

- ★ Coursework or experience in business administration, nonprofit management, or accounting
- ★ Interest or experience in grant writing or fundraising
- ★ Willing to lead or teach camps and workshops on occasion
- ★ American Red Cross Instructor or similar certifications

IDEAL DEGREES:

- ★ Business Administration
- ★ Finance
- ★ Accounting
- ★ Human Resource Management



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