



Please reply to:

PO BOX 8821
Warren, Ohio 44484
Phone: (330) 406-8824
Fax: (440) 557-6411

Internship Overview

1. Organization

- a. Our mission is focused on the betterment of Northeast Ohio communities, families and individuals. This is facilitated through our 2 core initiatives that focus on adaptability, community, diversity, selflessness, and transparency with each donation made. Funds are raised through local business partnerships, grants, reoccurring donors and in house fundraising events.

2. Internship or job title

- a. Intern Ambassador

3. Internship or job responsibilities

- a. Ability to find & record grant applications over a \$2,500 face amount with minimum of 3 grant submission over 15-week period or 1 every 5 weeks.
- b. In house fundraising support for digital and physical marketing material. *(Example: event flyers, website updates, Facebook/IG video updates, etc.)*
- c. Personal and professional networking opportunities through phone calls, text, and emails.
- d. 1 week or 15-hour collaboration with another local nonprofit *(currently OSAO is partnered with the Salvatore Ponzio III Memorial Fund)* through our PAK initiative to help with their currently Q1 or Q2 need. *(marketing, business development, donation facilitation, etc.)*
- e. Exceed a target goal of \$500 in ticket sales for the March Forward Raffle Fundraiser, Annual Golf Outing, or OSU v UM Block Pool *(Event varies on time of year)*

4. Qualifications

- a. 3.0 GPA or Higher
- b. Ability to complete predetermined responsibilities on days, nights and occasional weekends.

- c. Background or experience in formal grant writing. Business or English major or minor preferred, not required.
- d. Nonprofit major or minor preferred, not required.

5. Pay per hour

- a. \$1000 Stipend

6. Does this position require US work authorization

- a. We are looking ideally for candidates who were born & raised in one of the Northeast Ohio communities that OSAO serves. Cuyahoga, Trumbull or Mahoning counties.

7. Supervisor/contact person

- a. Joe Manofsky, President, joe.manofsky@1-stepahead.org, 3304068824

8. How should applicants apply

- a. Fill out form on website.

9. Other than a resume, provide a supporting document such as a cover letter, transcript, etc

- a. 1 page cover letter explaining general interest in nonprofit work, professional post-graduate 5-year career plan & career goals, as well as applicants' personal connection to the Northeast Ohio community that OSAO serves. (*born and raised, moved here for school, wants to start a business in NEO, etc.*)



Joe Manofsky
President | Co-Founder



Mark Fiest
Vice President | Co-Founder