



Title: Nonprofit Administration Fellow

Overview

Commitment:

10-20 hours per week for 6 months or longer
Flexibility of exact start and end date and weekly schedule

Location:

Posner Center for International Development
1031 33rd Street, Suite 174, Denver, CO 80205

Benefits/Compensation:

This position is unpaid. Here are some of the benefits:

- Significant experience in the operation of an international non-profit with specific skills gained in communications, including social media, website, printed materials, and assisting in planning communications strategy
- Relationships with organization's staff, volunteers, board members, and partners
- Opportunity to work in fun, small non-profit organization environment
- Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at the Posner Center for International Development
- Potential for course credit depending on the requirements of your college or university program.

Description

AfricaAid mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

AfricaAid is seeking an unpaid fellow to assist in administrative and operations activities related to fundraising, communications, and information management. The Nonprofit Administration Fellow will work under the direction of the Communications Director in the



Denver office. This position will require 10-20 hours per week, with a minimum of 8 hours at the AfricAid office and flexibility to complete the other hours from home or in the office. The ideal candidate will be able to commit to a minimum of 6 months with preference given to those able to stay 6-12 months.

Job Duties and Responsibilities

- Support knowledge management activities, including data entry and cleanup in Salesforce database and maintaining organized physical and digital records.
- Coordinate donation processing and follow up for checks and online gifts.
- Contribute to fundraising campaigns, grant writing, donor relations, community outreach, and event support
- Support communications efforts, such as coordinating mailings, updating donor records, and ensuring accuracy of online records
- Attend AfricAid team monthly meetings and appropriate committee meetings.
- Assist the AfricAid team with other tasks as necessary.

Required Knowledge, Skills and Abilities:

The ideal candidate will be currently enrolled in or previously completed a bachelor's or graduate degree program with a background or interest in non-profit management and administration, international development, data management, or fundraising.

Applying for the Position

Send a cover letter and resume highlighting your nonprofit administration experience as well as why you are passionate about AfricAid's mission to info@afraid.org and include your name and Nonprofit Administration Fellow in the subject line. Applicants will be reviewed on a rolling basis and top candidates will be contacted for an interview.