

Research, Data Analysis, and Project Assistance Internship (Fall 2010)

The Community Foundation of Switzerland County, Inc. (CFSCI) was established to serve as the central philanthropic vehicle to address the needs in our community today and in perpetuity. The mission and core values of the Community Foundation reflect those needs.

It is our mission to build public giving partnerships that effectively connect donors with non-profit organizations and community projects to produce a better community for the citizens of Switzerland County. To date, we have preserved over \$8 million in permanent endowments to meet Switzerland County's needs.

To support the mission and activities of the organization, the CFSCI is currently expanding to offer a part-time internship to a qualified college student.

The CFSCI is now 12 years old and is in the position to address different issues of our community. To do that, there are multiple segments of our foundation that need data analysis, research and usable outcomes. There are also multiple community projects that need assistance.

Intern Duties:

Do an analysis of the Foundation's donor/giving data and create a target marketing plan.

Investigate and possibly expand on a 21st Century Scholars sign up program.

Help with Switzerland County Health Assessment projects. (to be determined)

Provide administrative and research support to the Vevay Bicentennial Committee.

Key Qualifications:

Education: Currently in pursuit of an associate's, bachelor's or master's degree in business, marketing, communications or closely related field at an Indiana college or university.

Project management and organizational skills: Ability to effectively and efficiently manage tasks and time while paying close attention to details. Must be able to think creatively and strategically.

Research and writing skills: Ability to find, summarize and categorize a variety of materials quickly and accurately. Ability to synthesize large amounts of data into actionable information. Excellent language, speaking and writing skills is essential.

Customer service skills: Experience interacting with the public and ability to use active listening and ask appropriate clarifying questions.

Computer Skills: Proficient using the latest versions of Microsoft Word, Excel, Access, Adobe Creative Suites 3, Email and the Web.

Collaborative and interpersonal skills: Capacity to work cooperatively with other staff members and be responsive to staff requests. Demonstrate adaptability, openness, initiative, integrity, team orientation and ability to multi-task.

Position information:

Position duration: Fall semester – maximum 10 weeks

Schedule: 20 hours per week; schedule will accommodate intern's class schedule, but internship hours should occur sometime between 8:00 a.m. – 4:00 p.m. Monday through Friday

Pay: \$11.00/hour

Status: Temporary, project based, non-exempt

Reports to: Executive Director

Location: Vevay, Indiana

Send resume and cover letter to:

Community Foundation of Switzerland County
P.O. Box 46
Vevay, IN 47043