



Operations Summer Intern

Reporting to the Chief Operating Officer with frequent collaboration with the Chief Financial Officer, the Human Resources Manager, and the Director of Operations, the Operations intern will own and/or contribute to a variety of projects in finance, human resources, technology, and facilities management.

Duties and Responsibilities:

- Draft, edit, and proofread documents and reports
- Create and edit Excel worksheets
- Synthesize information from several sources and present it in a succinct, easily understood format
- Research best practices in non-profit human resources and finance
- Maintain official human resource and finance files
- Take an active role in the planning of and participation in the two Summer Intern activities
- Help devise a social media strategy for outreach to 18 to 25 year olds which will include using your social media channels to actively promote Domus

Sample Projects

- Finance
 - Update the monthly revenue and expense report templates for Domus programs to incorporate feedback from program directors and add Excel macros to improve the accuracy and speed of the monthly reporting cycle
 - Identify programmatic financial metrics to track for the new fiscal year to help programs better track costs that impact program outcomes
 - Develop an organization-wide financial dashboard to track key financial data throughout the fiscal year
 - Develop a high-level revenue and expense report for the Board of Directors

- Human Resources
 - Assist with an organization-wide compensation analysis including the appropriate definition of compensation, the identification of logical compensation bands given the Domus staff model, benchmarking compensation components against other non-profit organizations, and developing potential models for non-salary compensation
 - Issue the annual update to the Employee Handbook incorporating any recommended or mandated changes to human resource policies
 - Help implement a Human Resource Information System (HRIS) to track employee data electronically (tentative)
- Facilities Management
 - Research and recommend a work order tracking system to manage facilities maintenance requests and projects
 - Develop a policy for the use of Domus facilities by community groups including the reservation and approval process, fee structure, staffing model, and use guidelines

Qualifications:

- Committed to the Domus core principles and Sanctuary Model® commitments
- Strong analysis skills and some experience using Excel and PowerPoint to analyze and present data
- Effective verbal and written communication skills
- Detail oriented with a strong work ethic and willingness to learn
- Self-motivated and comfortable working with minimal supervision
- Concerned about the population we serve