



Celebrate Forever Foundation  
**Non-Profit Management Intern Job Description**

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**Intern Job Description: Management Intern**

The **Celebrate Forever Foundation** is a new registered 501(c)3 **non-profit organization** based in **Newport Beach, Southern California** with national and international strategies to become a primary provider of relationship education and enabler of social change. With strategic assess and partnerships to the USA, Asia, Canada and Europe, Celebrate Forever has a truly global outlook on positive change in relationships around the world.

Each year nearly 2.3 million Americans get married, yet nearly 50% of these marriages end in divorce. Statistics show that married people tend to have: healthier lifestyles, live longer, have more economic assets, and have children that tend to do better academically and emotionally. Celebrate Forever's partners and contributors are world renowned experts in marriage and relationships and with the business and strategic expertise of Celebrate Forever we aim to create world class resources that will change individuals, relationships and in the end, the world.

The Celebrate Forever Foundation seeks to equip its members and the public with the education, skills, technology and resources they need to create lasting healthy relationships and families that can be celebrated forever.

**Position: Management Intern**

**Description:** Celebrate Forever Foundation seeks a dynamic, self-starter to assist in management efforts in the non-profit sector. This internship is an excellent opportunity to experience various aspects of business, marketing, communications, public relations, social enterprise and non-profit management while working for an innovative, fresh, fun cause focused on global change. This is a unique opportunity to work for a startup non-profit reporting directly to an internationally experienced Executive Director, with significant opportunity for growth.

**Responsibilities may include:**

- Developing and implementing non-profit management and volunteer strategy plans
- Involvement in world-class website development project launching publically in 2014
- Developing, writing, updating and maintaining documents
- Emails, calendar management, files, reports, research and logistics
- Assisting the Executive Director in any and all operational tasks, including correspondence, meetings, staff support, budgeting, planning, presentations, and more



- Organize and attend monthly meetings including preparing agendas and taking minutes
- Partnership liaison with other community organizations, public, clients and donors
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Other special projects or research

### **Qualifications:**

- Excellent written, verbal and visual communication skills required
- Completed or working toward a college degree, preferably in a related field (e.g., English, Non-profit management, Business or International business)
- Ability to manage multiple projects and meet deadlines
- Ability to think creatively and to share ideas and work in a solution based style
- Previous internship/related work experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe
- Knowledge of social media and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines, and a passion to learn and grow
- Enthusiasm for the mission of Celebrate Forever and the desire to make a difference

### **WHAT YOU WILL GAIN**

- Hands on management experience in an internationally focused social cause non-profit environment
- The opportunity to custom-design your own internship to meet your individual academic and career needs
- Flexible hours where, with appropriate notice, the Executive Director will work to schedule hours around exams and other deadlines
- The opportunity to learn from a dynamic international business executive team with global experience business, government, academic and nonprofit sectors
- A great professional recommendation for your valuable work
- Knowledge that you are making a difference in the world

### **SUPPLEMENTAL QUESTIONS**

1. What are your career and academic goals?
2. What do you expect out of an internship at Celebrate Forever?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?



**Start Date:** Position open until filled, requires 3 – 6 month commitment.

**Hours:** 8 – 30 hours/week, preferably two to three times a week in the office. - time commitment is flexible and negotiable

**Compensation:** This is an Unpaid/Volunteer internship

**To Apply:** Please send cover letter and resume to [doug@celebrateforever.org](mailto:doug@celebrateforever.org)

### **ACADEMIC CREDIT**

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. Celebrate Forever will provide the necessary job description and performance review upon request.

Celebrate Forever is a Equal Opportunity Employer and does not discriminate