



## Community Initiatives Job Opportunity Client Services Intern

Community Initiatives (CI) is an Oakland-based nonprofit organization providing more than 90 different nonprofit clients with fiscal sponsorship, including tax exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, and human resource services. Our fiscally sponsored projects (FSPs) represent various nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs.

### **Summary:**

This position provides administrative support to the client services team. The Client Services Intern acts as an internal service provider to the client services team, executing routine tasks and doing data entry into the CI database

### **Essential Job Functions**

- Support client services team by providing administrative support, data entry, and other tasks as required

### **Qualifications:**

Required Qualifications:

- Ability to prioritize amongst multiple commitments simultaneously in a fluid environment
- Good attention to details
- Good verbal and written communication skills
- Good interpersonal skills
- Ability to work as part of a dynamic team
- Thrives in a fast-paced environment
- Basic knowledge of MS Office Suite
- Basic understanding of Salesforce or similar CRM database platform strongly preferred

### **Working for Community Initiatives**

This is a paid summer internship starting in early June:

- \$14.00/hour
- Up to 40 hours/week

### **Application Instructions**

Interested candidates should submit a cover letter and resume to [jobs@communityin.org](mailto:jobs@communityin.org)

### **Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.