

# Intern Job Description Template

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An internship job description should do two things: It should give potential interns the information they need to decide if they could be a good fit for the role, and it should convince those potential applicants that this is a role they want. Way too many organizations forget that a job description is also a sales pitch. During an interview, it's (mostly) on the applicant to explain why they're the right pick. But, during the job hunt, it's on organizations to prove to potential candidates that they're worth applying to.

Nonprofits have a built-in value proposition: Their cause coupled with the impact of the organization itself are an effective way to attract the best applicants. Organizations should include their [vision and mission statements](#), and proof of impact, in their intern job descriptions.

This Intern Job Description Template will help your organization hit all the right points and attract the best candidates for your internship program!

## **[Position Title] - [Your Organization]**

[Your Organization] is an organization that [tell us what you do!]. *Keep it short: what does your organization do, how do you do it, and why do you do it.*

We are looking for a [Position Title] to [what is the key function of this role]. *Tell us what you're looking for. For example: a Development Intern to assist our grant writing team, or a Marketing Intern to use our digital channels to spread awareness about our cause.*

*Logistics! What is the duration of the internship, how many days per week are interns expected to work, where is your office, and is the internship paid? It's better for everyone to know what they're getting into upfront. If any or all of these elements are flexible, say so!*

## **Responsibilities**

*What can interns expect to do day-to-day? Be honest. If there are going to be administrative aspects of the role, include that here with assurance that it will only take up to 20% of the intern's time, for example. A potential list of responsibilities could include:*

- Draft grant applications
- Create reports on our social media and advertising results
- Draft social media content Facebook, Twitter, and Instagram
- Write and edit blog posts to share on our website
- Research and reach out to potential partners in the community
- Manage communications with volunteers

## **Qualifications**

What are you looking for in an intern? If it's not absolutely required, don't include it. Or, be explicit that it's a "plus" and not mandatory. For interns, the qualifications section shouldn't be intimidating — you don't want to scare off potential candidates that could be right for the job but think that they shouldn't apply because they don't currently hit every single point on this list. Keep it simple!

- Experience managing social media accounts (Facebook, Twitter, Pinterest, Instagram)
- Great written and verbal communication skills
- Familiarity with Google Analytics is a big plus
- Superb attention to detail
- Passionate about social causes
- Desire to learn the things they might not already know on this list!

## To apply

Send a cover letter and resume to [the hiring manager] with the subject line '[something specific to your org]'. In your cover letter, please answer this question: [something specific to the role or the cause].

Asking for applicants to follow specific instructions, like answering a question in their cover letter or using a certain subject line, gives hiring managers a quick way to weed out applicants who don't read carefully, follow instructions, or put enough care into the application.