

**Job Title:** Community Impact Intern

**Status:** Part-Time, 15-20 hours per week; non-exempt

**Date:** March 2026

**Reports To:** Director of Community Impact

### **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

### **PRIMARY PURPOSE OF INTERNSHIP**

The Community Foundation of the Ozarks is seeking a motivated student intern to support the work of the Director of Community Impact. This internship is ideal for students who have a strong interest in nonprofit and philanthropic initiatives and who are eager to learn how community-focused organizations create meaningful change. The selected intern will gain hands-on experience collaborating with local and regional nonprofit partners. This role offers a valuable opportunity to develop practical skills, build professional connections, and gain insight into the inner workings of the nonprofit sector.

Interested students: Please submit a cover letter, resume and employment application to Ashley Fleming, Director of Community Impact at [afleming@cfozarks.org](mailto:afleming@cfozarks.org). Date of first consideration is March 31. If you have questions, please email or call Ashley Fleming at 417-864-6199.

### **DUTIES**

Assist the Director of Community Impact with the following:

- Assist in the management of the Grant Lifecycle Manager, the online portal for all grantmaking services at the CFO, including being the main point of contact for technical assistance to potential and current grantees.
- Facilitate the accounts payable administrative and entry process for affiliate community foundations.
- Carry out grantmaking activities, including but not limited to affiliate community foundation and regional grant cycles.
- Other duties and responsibilities, as assigned.

### **POSITION EXPECTATIONS**

- 15-20 hours per week
- It is anticipated that the internship will start in April 2026 and end in August 2026
- Rate of compensation: \$16 per hour
- Must possess a valid driver's license and have a good driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient with Microsoft Office Suite.
- Technical capacity to learn and understand database systems, spreadsheets, and reporting tools and/or willingness to learn quickly.
- Excellent customer service skills.
- Strong time management skills.
- Strong attention to detail and organizational skills.
- Interest in nonprofit management, philanthropy, fundraising, or database administration.
- Ability to manage multiple projects with varying deadlines.
- Demonstrated professionalism when handling confidential information.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

Physical Requirements	Percentage of Work Time Spent on Activity			
	0- 24%	25- 49%	50- 74%	75- 100%
<b>Seeing:</b> Must be able to see to read documents/ reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X
<b>Driving:</b> Must be able to drive locally for work related assignments.	X			

**WORKING CONDITIONS**

This position will be based at the CFO’s Springfield office. The office work environment is usually a well-lighted, environmentally controlled indoor environment with a moderate level of noise. Normal business hours are generally Monday through Friday 8 to 5. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies.