



NATIONAL HEADQUARTERS  
7 Winthrop Square, Boston, MA 02110  
(617) 542-8010

WASHINGTON OFFICE  
Spanogle Institute for Consumer Advocacy  
1001 Connecticut Avenue, NW, Suite 510  
Washington, DC 20036  
(202) 452-6252

[NCLC.ORG](http://NCLC.ORG)

## Development Intern 2024-2025

The National Consumer Law Center® (NCLC) is seeking a Development Intern in our Boston headquarters to assist with tasks related to conference planning, data integrity, and various administrative and clerical tasks. Flexible hours. We are seeking applicants who can commit to the position for the 2024-2025 academic year, and there is potential for interested applicants to begin the internship early, in the summer of 2024. Please state the timing and duration of your interest in your cover letter.

The National Consumer Law Center® is a nonprofit advocacy organization that works to build economic security and family wealth for low-income and other economically disadvantaged Americans. NCLC is the leading source of legal and public policy expertise on consumer issues for lawyers, federal and state policymakers, consumer advocates, journalists, and front-line service providers. Please see our website at [www.nclc.org](http://www.nclc.org).

### Principal Responsibilities include:

- Provide support for conference planning under direction of the Manager of Conferences & Trainings for 2-3 major conferences per year, and numerous trainings and webinars.
- Assist the Development Operations and Database Coordinator in updating NCLC's database, documenting advocacy efforts and impact, processing mail returns, researching constituent information, and other support as directed.
- Provide research and administrative support to NCLC's development staff.
- Provide back-up support to NCLC's Administrative Staff on day-to-day tasks potentially including updating and maintaining office records and library: organizing and maintaining meeting calendar upon request; other assistance as necessary.

### Qualifications:

- Current enrollment in an undergraduate or community college.
- Ability to take direction and prioritize a variety of tasks, while maintaining open lines of communication with supervisor and teammates.
- Exceptional organizational skills, careful attention to detail.
- Ability to juggle details under pressure while being able to multitask effectively.
- Proficiency in Microsoft Office and Google Apps
- Database and social media experience welcome.
- Related experience or nonprofit experience preferred.

**Salary:** \$17.50 per hour

**Schedule:** 15-20 hours a week; flexible hours available. We are accepting applicants for the 2024-2025 school year with consideration given for an early start in the summer of 2024. Please specify your availability in your cover letter.

NCLC staff are working a hybrid schedule. Interns will have some flexibility to split their time between working in our downtown Boston office and working from home.

**Email Cover Letter, Resume to:** [internships@nclc.org](mailto:internships@nclc.org), Subject Line: Development Intern 2024-2025. No phone calls, please. Applications will be received on a rolling basis with priority given to those who apply prior to 4/22/24.

*The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.*