



Advancing Fairness
in the Marketplace for All

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Development Intern

The National Consumer Law Center® is seeking a Development Intern in our Boston headquarters to assist with day-to-day administrative and clerical tasks. Flexible hours for students. We will consider applicants for the fall 2018 semester or full academic year. Please state the duration of your interest in your cover letter.

Founded in 1969, the National Consumer Law Center® is a nonprofit advocacy organization that seeks 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.

Principal Responsibilities include:

- Assist Development Associate to improve office processes and with day to day work;
- Facilitate conference planning under direction from the Events Manager for 2-3 major conference per year and numerous trainings and webinars;
- Provide research and administrative support in preparation for NCLC's 50th Anniversary campaign.
- Work with Administrative Staff on day to day tasks including:
 - Answering phones,
 - Serving as back-up for the front desk as needed,
 - Updating and maintaining office records and library,
 - Organizing and maintaining meeting calendar upon request,
 - Other assistance as necessary;
- Help maintain the integrity of online databases and website
- Other tasks as assigned.

Qualifications:

- Current enrollment in a 4 year 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: 15-20 hours a week; \$13/hr. Flexible hours available.

Deadline: Applications will be reviewed on a rolling basis. We anticipate the position will be filled by early September.

E-mail Cover Letter, Resume to: internships@nclc.org, Subject Line: Development Intern. No phone calls, please.

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.