



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Development Intern 2023

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. We are seeking applicants who can commit to the position for summer 2023. Applicants who are also available for the 2023-2024 school year will be given priority consideration. 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.

Principal Responsibilities include:

- Assist the Development Operations and Database Coordinator in updating NCLC's database, processing mail returns, researching constituent information, and other support as directed;
- 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;
- 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 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.

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 summer 2023 and the 2023-2024 school year. Please specify your availability in your cover letter. Preference will be given to applicants that are available for multiple semesters.

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, Subject Line: Development Intern 2023. No phone calls, please. Applications will be received on a rolling basis with priority given to those who apply prior to 3/31/23.

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.