

JOB POSTING

Internship

Lipton Strategies is a boutique, strategic consulting firm working at the intersection of philanthropy, public affairs, and social impact. We partner with our clients to drive growth and deliver maximum impact. Our clients include nonprofits, public-private partnerships, as well as mission-driven companies dedicated to creating positive change. We are committed to fostering long-term, sustainable growth, and developing meaningful partnerships for our clients.

JOB DESCRIPTION

As Lipton Strategies continues to grow, the firm is taking steps to build our capacity to better serve our clients who are working to create change. Lipton Strategies seeks a part-time Intern for either a semester or full academic year to work with the project team on deliverables for nonprofit clients. This is an unpaid internship, with a minimum 10 hours/week to reflect your necessary college credit requirements.

The right candidate will have strong interest in the nonprofit sector, ideally with previous internship experience in a nonprofit organization, communications, or public relations. Interns should embrace an entrepreneurial mindset and be comfortable working both on their own and as a member of a team.

QUALIFICATIONS

The ideal candidate will possess the following qualifications. Candidates who meet the majority of qualifications should apply:

- ◆ Actively pursuing a bachelor's degree
- ◆ Ability to fully commit at least 10 hours per week
- ◆ Motivated self-starter who performs well with minimal day-to-day oversight and ability to prioritize competing deadlines
- ◆ Experience and proficiency with GSuite, Microsoft Office, and databases
- ◆ Strong attention to detail and ability to track and analyze data
- ◆ Excellent written and oral communication skills
- ◆ Comfortable working in a start-up, fast-paced environment

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RESPONSIBILITIES

Day to day responsibilities will for the position will fluctuate to meet the evolving needs of the firm and may include:

- ◆ Monitor relevant news for weekly press clips
- ◆ Conduct research on prospects
- ◆ Proof and edit internal and external documents
- ◆ Help develop Lipton Strategies newsletter content and social media
- ◆ Consistently update project team members on progress of activities
- ◆ Assist team members with additional assignments as needed

REQUIREMENTS

To be considered for this internship the following apply:

- ◆ Must be currently enrolled an accredited institution and registered for college credits during the semester in which internship is performed
- ◆ Remain in good academic standing with your university
- ◆ Access to reliable transportation

HOW TO APPLY

To apply please send a resume and cover letter as one combined document to hello@liptonstrategies.com. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Lipton Strategies is an LGBTQ-led, boutique consulting practice. We encourage all applicants to apply and seek to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity or expression, disability, and military service.