



### **About The Asherah Foundation, Inc.**

The Asherah Foundation, Inc. is a United States 501(c)3 organization dedicated to providing Second Chance Scholarships to Women around the World. This dynamic organization has developed a rapidly-growing international constituent base. The Foundation's communications attract the attention of thousands of individuals around the world, and the organization receives scholarship applications from around the globe. The Foundation is seeking interns with a passion for social change who are excited to be on the ground floor of a quickly-growing global organization.

### **Finance Management Internship – Executive Board**

This is a "hands-on" internship for a hard-working individual with a background in accounting or finance to gain leadership experience. The Finance Management Intern will work closely with the Executive Director and other staff to oversee the finance operations of a quickly-growing global nonprofit organization. This opportunity is ideal for someone who is self-directed, responsible, interested in management and demonstrates a strong interest in community building and education advocacy for women around the world.

### **Duties**

- Oversee interns within the Finance committee;
- Oversee management of community partner outreach in support of the Executive Board;
- Work with the Finance Director to update and manage the Foundation's financial systems;
- Work with the Executive Director to manage overall internship hours, workloads, recruitment, and support for other members of the team;
- Assist the Executive Director via administrative support for Executive Board meetings, outreach events, and other executive functions; and
- Oversee strategies to maintain regular communication with constituents around the world.

### **Qualifications**

- Experience in finance or accountancy
- Be enrolled in a degree seeking program (undergraduate or graduate students preferred); recent graduates welcome
- Demonstrated experience in effectively managing many competing priorities under strict timelines
- Exceptional organizational skills and meticulous attention to details
- A very positive attitude
- Punctual and reliable
- Internal sense of urgency and initiative that promotes focus, creative thinking, and solutions
- Strong cross-cultural communication skills

- Comfortable asking questions and asking for direction
- Strong verbal and written business communications as well as proofreading and editing skills
- Very proficient in MS Word and MS Excel

Previous experience with leadership and Quickbooks is preferred.

### **Finance Management Intern Logistics**

Start Date: September 15, 2019

End Date: December 31, 2019

Full Academic Year Internships are encouraged.

\*Flexibility in start/end dates may be arranged.

**Time Commitment:** Twelve hours per week commitment is required. Internship hours throughout the week are flexible.

**Location:** Online/Remote

**Compensation:** This is an unpaid volunteer internship. The Asherah Foundation will work with your school or university to arrange academic credit as appropriate.

The Asherah Foundation, Inc. is a United States 501(c)3 organization and does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

### **To apply:**

Please send résumé and brief cover letter outlining your relevant experience and interest in the position to: [heathermc@asherahfoundation.org](mailto:heathermc@asherahfoundation.org).

For questions, please contact us at: [info@asherahfoundation.org](mailto:info@asherahfoundation.org)