



PANO

Pennsylvania Association of
Nonprofit Organizations

4801 Lindle Road, Harrisburg, PA 17111 | 717-236-8584 | www.pano.org

Overview

PANO is committed to offering an extraordinary internship program to help prepare the next generation of nonprofit professionals. Our internship program aims to give real world work experience by involving you in projects critical to the day-to-day and overall vision related work of PANO. **You** are an integral member of our team and are a vital part of PANO's future. We strive to provide a hands-on experience that gives a realistic preview of what it is like to work in the nonprofit sector. Our internship program goals for you include:

- Gain sustainable knowledge and appreciation of the nonprofit sector
- Develop a comprehensive perspective of PANO's mission and the communities we serve
- Build lasting relationships through networking
- Grow personally and professionally through development opportunities
- Be part of something larger than ourselves – the “WE” – a network of individuals passionate about strengthening, supporting and illuminating the communities we live in

Key Responsibilities

- Communications
 - Assist with implementation of the communication plan (Social Media, Email, Website)
 - Assist with presentations, writing and editing
 - Creating and designing marketing pieces and other materials as needed
 - Monitor sector related news
- Operations
 - Assist with membership
 - Assist with phones, collating and internal organization
 - Intern Program (Assist with recruitment and orientation)
- Public Policy & Advocacy
 - Assist with governmental relations and advocacy engagement activities
 - Monitor nonprofit public policy and advocacy related news and state/federal legislation
 - Attend legislative sessions and meetings with legislators when applicable
 - Attend and assist with PANO Public Policy Committee Meetings
 - Research and write summaries of current issues in nonprofit policy and advocacy
- Research
 - Issue related research and reporting
 - Survey administrations and data collection and analysis
- Standards for Excellence
 - Understand the specifics of Nonprofit best practices and legal requirements
 - Assist with the Standards Accreditation Process
 - Research, write and edit Standards materials
- Strategy & Learning

- Assist with and participate in community engagement activities, programs and events
- Participate in creative thinking and brainstorming sessions

Qualities, Qualifications & Requirements

- Preferred education level: Senior undergraduate college student and higher (students with previous internship experience may also qualify)
- Ability to collaborate and work in a team – and to achieve the impossible – together
- Desire to engage in lifelong learning, both personally and professionally
- Excellent written and verbal communication skills
- Experience using Microsoft Office software
- Passion for community and social change
- Research and information management capabilities
- Self-initiator; ability to multitask, prioritize, and meet deadlines
- Superior customer service skills
- Willingness to add your own thoughts to the mix and share what you are learning with others

Work Environment (At PANO We Believe In Building)

- **Collaboration:** We work as a team, internally and externally.
- **Courage:** We try new things boldly—viewing “failure” as learning opportunities.
- **Curiosity:** We ask good questions and listen well.
- **Equity and Inclusion:** We seek to engage all people and organizations and in our work.
- **Impact:** We focus on results that matter.
- **Integrity:** We build trust by doing what we say we will do.
- **Responsiveness and Flexibility:** We meet people where they are at.
- **Vision-Focused Decision Making:** We start decision making with the end goal in mind.

FLSA Status: Unpaid Internship

Majors

Advocacy, Business Administration, Communications, Economics, Education, English, Human Resource Development, Humanities, Human Services, Journalism, Marketing, Nonprofit Management, Pre-Law, Political Science & Government, Public Administration, Public Policy, Public Relations, Social Work and other Social Sciences

To Apply

Please send the following to **Anne Gingerich, Executive Director**, at anne@pano.org.

- Cover Letter & Resume
- Learning & Professional Goals
- College Requirements for Internship Completion