



Contract Position: Non-Profit Management Intern

Reports to: Exploit No More Staff

Compensation and Hours: Unpaid Part-time Internship; Minimum 5 hours per week

We are looking for a Non-Profit Management Intern to focus on week to week office management and administrative duties. This internship will include the opportunity to learn from and add value to an innovative and growing non-profit. This individual should be passionate about ending human trafficking and impacting the world. This passion should accompany administrative skills, time management, and attention to detail.

Words that describe this person:

- Energetic
- Optimistic
- Thorough
- Self-aware
- Adaptable
- World changer

Responsibilities – The Non Profit Management Intern supports Exploit No More by:

- Prepare letters, newsletters, mass mailings, and other documents using Microsoft Office Suite
- Input and analyze data from various management systems
- Assist with clerical functions
- Research various topics like human trafficking and organizational development
- Other duties as assigned

Required Experience

- Classroom related and/or internship in NGO management, business, social work, or other related field.

Required Competencies

- Proficiency in Microsoft Office

Requirements/Other

- Able to read and write in English proficiently
- Committed to continuous growth and development

If you are interested, please send a resume and letter of interest to, careers@exploitnomore.org.

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