

**DENTON COUNTY FRIENDS OF THE FAMILY, INC.**  
**Non-Profit Operations Intern**

**Hours:** 10-15 hours per week

**Reports to:** Quality Assurance Coordinator

**Preferred Majors:** Non-Profit Management, Business, Accounting, Marketing, Social Work, Psychology, Women's Studies, Family Sciences, Sociology, or Criminal Justice

**Job Description:**

- Works with the Quality Assurance Coordinator and Director of Operations to manage all internal operations, including accounting and bookkeeping, payroll and benefits, human resources, volunteer recruitment and management, and internal technology development and implementation
- Assists in managing internal files
- Assists with tasks related to grant writing and filing

**Job Requirements:**

- Complete volunteer application and background check
- Attend Intern Orientation and receive appropriate additional training with supervisor
- Maintain client and staff confidentiality and abide by the agency's Ethical Statement
- Maintain files and compile statistical data
- Understanding and support of the agency's mission

**Benefits:**

- Direct business and non-profit management experience
- Learn about relationship violence and sexual assault, social services, community resources, basic case management and crisis intervention
- Build confidence and leadership skills
- Interact with cohesive team and participate in all aspects of volunteer management