

CASA of Bradley and Polk Counties
170 North Ocoee Street
Craigmiles Hall, Suite 101
Cleveland, TN 37311
423-472-5800 - www.casabp.org



Court Appointed Special Advocates (CASA) of Bradley and Polk Counties

Position: Business Development Intern
Location: Cleveland, Tennessee
Hours: 10+ Hours Per Week
Duration: May – August 2017
August – December 2017
Compensation: Unpaid

Application Deadline: April 30th, 2017

About CASA: CASA of Bradley & Polk Counties is a non-profit organization that works with local volunteers to make sure the voices of abused and neglected children are heard. CASA volunteers are everyday citizens appointed by a judge to advocate for the safety and well-being of children who have an unstable home situation. These volunteers speak on behalf of an otherwise voiceless child and represent their best interests in court. For many abused children, their CASA volunteer will be the one constant adult presence in their lives.

Internship Summary: CASA's business administration intern will be responsible for improving business functions and operations. The business administration intern is encouraged to be creative and is encouraged to conceptualize, plan, and implement any relevant task or project the intern feels may assist the organization. Duties will include, but are not limited to: seeking sponsorship opportunities for upcoming events, implementing a project of the interns' choice, and supporting the office through administrative and clerical duties.

This position is ideal for sophomore, junior, and senior bachelor's level students looking to gain an understanding of the nonprofit world and hands-on experience. CASA sees all interns as part of the team from their first day of work. Interns should be self-motivated, have a general understanding of business administration best practices, and have a service-oriented heart.

Essential Duties and Responsibilities:

- Help the organization improve business functions and operations
 - Seek sponsorship opportunities from prominent local businesses for upcoming community events
 - Raise overall funding for the organization

- Conceptualize, plan, and implement a project of the interns own choosing with the goal of improving the business functions of the organizations
- Assist with administrative and clerical duties as needed

Qualifications:

- Be a sophomore, junior, or senior student enrolled in an accredited college or university
- Currently be studying business, marketing, non-profit management, or a related field
- Be a service oriented individual
- Be well versed in computer skills
- Possess excellent writing and editing skills

Skills Which Will be Further Developed:

- Business development
- Professional networking
- Non-profit fundraising
- Understanding of the non-profit business world
- Understanding of advocacy techniques

How to Apply:

- Interested candidates should please submit their resume and availability to the Outreach and Volunteer Manager at outreach@casabp.org