

**INTERNSHIP OPPORTUNITY:**

**ACCOUNTING/FINANCE ASSISTANT(S)**

*11-22 weeks/ Winter and/or Spring terms: January 7, 2019- June 14, 2019*
average 5-10 hours/week, qualifies for PSU internship credits
*stipend of $10/hour*most work will take place in shared office space in inner Northeast Portland
*candidates with experience/ interest in nonprofit fiscal management encouraged to apply*

Urban Nature Partners PDX is a growing nonprofit entering its 6th year that matches youth in 4th through 9th grades from underserved Portland neighborhoods with mentors to spend regular time outdoors in urban greenspaces. Since spring 2014, we have brought our program to 40 youth in three diverse, low income areas of Portland, and have developed numerous partnerships with other dynamic Portland environmental and educational organizations to leverage opportunities for our youth and families. We are the only Portland based nonprofit providing long-term, relationship based, non- curricular, youth focused outdoor opportunities for young people in this age group.

This position is primarily responsible for assisting the Director and leadership team with accounting and/or finance tasks as they transition from a fiscally sponsored program to an independent 501(c)(3). Term may be extended into summer 2019 and beyond if agreed upon by both parties. *This position also provides the opportunity to serve as Treasurer on the Board of Directors, or the Advisory Committee to the Board of Directors, for a 1-year term through February 2020 by separate agreement*.

If you care about social justice, youth, and the outdoors, and want an amazing opportunity to get ground floor experience with the many facets of nonprofit fiscal management, this internship is for you!

An Urban Nature Partners PDX internship provides the following benefits:

* Gain valuable experience in fiscal management unique to the nonprofit sector
* Work independently in coordination with a small, mostly volunteer team of passionate, creative problem solvers
* Gain insight and experience in the youth services and environmental professions
* Gain professional contacts for current and future ventures

This position is comprised of two functions that could be completed by one intern, or two separately:

1) Accounting: average 4 hours per week, Winter Term +

* Facilitate establishment of needed accounts and credit for program to function independent of fiscal sponsor (January)
* *Facilitate transition of funds and data from fiscal sponsor to independent management (February- larger number of hours)*
* *Set up processes and manage day to day fiscal transactions for program (February, then ongoing)*
* Produce and present fiscal reports to Director and Board as Treasurer or Advisor (quarterly, through Spring Term if desired)
* Advise Director and Board on compliance with financial laws and best practices; leave accounts for successor in ready state for year end tax preparation (ongoing)

2) Finance/Development: average 6 hours per week, Winter /Spring Terms

* Work closely with Director, Fundraising Committee of the Board, and Administrative Intern to accomplish planning and fundraising tasks (ongoing)
* *Take the lead on developing a Fundraising Plan for 2019 that complements the Strategic Plan and existing fundraising strategies (January/February- larger number of hours)*
* *Help set up and transition fundraising data to new database (Winter Term)*
* Refine existing budgets and formulate budgets for out years (Winter Term)
* Identify and help facilitate community based fundraising methods; identify and help write grants if desired and qualified (ongoing)
* Assist with planning and facilitating community based fundraising event if desired and qualified (March)
* Produce and present fiscal reports to Director and Board (quarterly, through Spring Term if desired)
* Advise Director and Board on compliance with financial laws and best practices (ongoing)

Please visit our website at urban-nature-partners.org and our Facebook page at facebook.com/urbannaturepartnerspdx for more information. Interested parties may also speak with former and current Administrative Committee (pre-Board) members.

To apply, please email or deliver an introduction/statement of interest along with a current resume or description of work and educational experience to: Founder/Director Kristin Bowling, Urban Nature Partners PDX, 14 NE Killingsworth St., Portland, OR 97211, urbannaturepartnerspdx@gmail.com, 541-281-7162.