



Urban Nature Partners PDX

INTERNSHIP OPPORTUNITY: ACCOUNTING/FINANCE ASSISTANT(S)

Spring/Summer terms, with opportunity to extend as long as desired

average 5-10 hours/week, qualifies for internship credits

stipend not to exceed \$300 per month

most work will take place in shared office space in Northeast Portland

candidates with experience/ interest in nonprofit fiscal management encouraged to apply

Urban Nature Partners PDX is a growing nonprofit entering its 7th 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 46 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 regular accounting and/or finance tasks. Term may be extended into 2020/2021 school year 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 2021 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 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. Both will be mentored by the organization's current volunteer Accountant, Development Contractor, and Director:

1) Accounting: average 4 hours per week

- Enter day to day financial data into QuickBooks Online (revenue and expenses)
- Reconcile bank statements at month end (one checking account, one PayPal account)
- Manage accounts payable
- Produce and present monthly or as-needed fiscal reports to Director and Board
- Leave accounts for successor in ready state for ongoing accounting and tax preparation

2) Finance/Development: average 6 hours per week

- Work closely with Director, Development Contractor, and Fundraising Committee of the Board to accomplish planning and fundraising tasks
- Assist in maintenance of the Fundraising Plan for 2020 and beyond; reconcile with actuals in QuickBooks Online
- Refine existing budgets and formulate budgets for out years
- Identify and help facilitate community-based fundraising methods; identify and help write grants if desired and qualified
- Assist with planning and facilitating one or more community based fundraising events, if desired and qualified
- Produce and present fiscal reports to Director and Board (quarterly)
- Advise Director and Board on compliance with financial laws and best practices

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 staff, contractors, interns, and 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, 2937 NE Glisan St. Unit A, Portland, OR 97232, urbannaturepartnerspdx@gmail.com, 541-281-7162.