



## National Center for Family Philanthropy Internship

INTERNSHIP TITLE: Knowledge Services Intern  
REPORTS TO: Associate, Programs  
DATE: Summer 2017

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### I. INTERNSHIP SUMMARY

The Intern will have the opportunity to gain professional and personal development skills as it pertains to the field of family philanthropy through hands-on and research experience in the Programs department. Specifically, the program intern provides support for communications by researching and archiving source material for the Knowledge Center, the largest collection of family philanthropy resources in the world.

### II. PRIMARY DUTIES AND RESPONSIBILITIES

Supports the development and refinement of the Knowledge Center and its resources, which advance the practice of family philanthropy, helping families to be more effective and achieve greater impact.

Includes but is not limited to:

#### Programs

- Translates source material into “Ask the Center” pieces for Knowledge Center archives.
- Assists with content development for Family Giving News and Knowledge Center.
- Uploads and maintains content utilizing the Content Management system that supports the Knowledge Center and NCFP website.
- Data entry and clean-up as needed (No more than 20% of time).

Please send resume and cover letter to [hr@ncfp.org](mailto:hr@ncfp.org) by April 30, 2017.

NCFP.ORG

202.293.3424

1667 K Street, NW, Suite 550  
Washington, DC 20006