

JOB POSTING FOR:

Building Strong Brains Intern

POSITION DESCRIPTION

GROUP: Building Strong Brains Coalition
POSITION TITLE: Intern
REPORTS TO: Brian Repogle, Assistant Director
STATUS: Non-Exempt, Part-Time up to 30 hours/week



SUMMARY

The Building Strong Brains Intern supports the Community Foundation of Elkhart County's efforts to strengthen access to social care resources for children, families, and caregivers throughout Elkhart County. This position is ideal for a college student—preferably majoring in social work, human services, public health, or a related field—who is interested in community systems, social determinants of health, and nonprofit collaboration. The intern plays a hands-on role in supporting the [Findhelp.buildingstrongbrains.net](https://findhelp.buildingstrongbrains.net) platform by managing and updating resource listings, assisting with data quality and analytics, and helping community-based organizations learn about, enroll in, and actively use the platform.

KEY RESPONSIBILITIES

Findhelp Platform & Data Management

- Maintain and update nonprofit and community resource listings within the Findhelp platform
- Enter new programs and suggest updates or corrections to existing listings
- Monitor data quality and flag outdated or incomplete information
- Assist with pulling basic usage data and analytics for reporting

Community Outreach & Engagement

- Research nonprofit, public, and private organizations aligned with Building Strong Brains priorities
- Support outreach to executive directors, program leaders, and intake or marketing staff
- Communicate the value and benefits of Findhelp participation, including visibility and referrals
- Assist organizations with claiming ownership of their program listings

Scheduling, Coordination & Customer Support

- Schedule and coordinate meetings, trainings, and platform demonstrations
- Support appointment scheduling, follow-up communications, and email correspondence
- Respond professionally to basic inquiries related to Findhelp navigation and use

Program & Team Support

- Attend Building Strong Brains action team meetings and relevant internal meetings
- Assist with the preparation of presentations, guides, or demonstration materials
- Support special projects, trainings, or events connected to Building Strong Brains initiatives

LEARNING ACTIVITIES & PROFESSIONAL EXPOSURE

This internship is intentionally designed to provide meaningful exposure to nonprofit leadership, ethics, and governance within a community foundation setting.

Learning activities may include:

- Observation of nonprofit and cross-sector leadership meetings related to community systems work
- Exposure to ethical considerations in data stewardship, client confidentiality, and responsible use of community information
- Participation in discussions related to equity, inclusion, and access within community-based systems
- Opportunities to learn how data and analytics inform leadership decision-making and community strategy
- Mentorship and feedback from Building Strong Brains leadership and Community Foundation staff

QUALIFICATIONS — Required

- Current enrollment in a college or university program
- Strong organizational skills and attention to detail
- Professional written and verbal communication skills
- Comfort working with databases, technology platforms, and web-based tools
- Ability to manage multiple tasks and meet deadlines
- Strong customer service skills

QUALIFICATIONS — Preferred

- Major in social work, human services, public health, marketing, communications, or related field
- Interest in community systems, nonprofit work, or social determinants of health
- Previous nonprofit, customer service, or administrative experience

The essential responsibilities and requirements listed above are not intended to be exhaustive. We reserve the right to revise this job description as needed to comply with actual job requirements.

ORGANIZATIONAL VALUES

All employees are expected to uphold the values of the Community Foundation of Elkhart County:

- **Integrity** – An abiding pledge to honesty, professionalism, humility, and respect.
- **Inclusion** – Elevating diverse voices and perspectives for greater impact.
- **Excellence** – Striving for the highest standards in every endeavor.
- **Collaboration** – Partnering with community members, civic leaders, nonprofits and colleagues to maximize impact.

WORK ENVIRONMENT

Professional office setting with standard office equipment. No evening or weekend work is required.