

# Internship Position

**Position:** Nonprofit Business Intern  
**Commitment:** 8 hours per week  
**Organization:** Hunt County Children's Advocacy Center  
Crisis Center of Northeast Texas  
Hunt County Rape Crisis Center  
**Reports to:** Director of Finance

**About Agency:** The organization provides a safe and supportive environment for victims of sexual assault and child abuse to have their voice heard, and to begin to heal from their trauma. The organization has been providing critical services to victims in Hunt County for over 21 years. Services include crisis interventions, advocacy, forensic interviews, sexual assault exam accompaniment, trauma-focused therapies, assistance with Crime Victims Compensation, and case management. (For more information, go to [www.ccnetx.org](http://www.ccnetx.org).)

**About Internship:** The organization is seeking a self-motivated business intern to support daily business operations.

## Key Duties:

- Review time sheets for errors
- Review and file various financial documents
- Assist in preparing grant reimbursement requests
- Assist in managing donor database and donor transactions
- Assist in grant writing
- Assist in compiling statistical data

## Ideal Qualifications:

- Currently enrolled in undergraduate business courses
- Familiar with Microsoft Office and QuickBooks
- Willingness to learn eTapestry software
- Interested in the non-profit sector
- Outstanding multitasking abilities
- Excellent verbal and written communication skills
- Non-judgmental, non-prejudicial, accepting attitude toward other people regardless of race, ethnicity, sexuality, age or appearance
- Ability to interact with members of other agencies with tact and discretion
- Can pass criminal background checks including DFPS abuse/neglect registry check, DPS criminal background check, national sex offender registry check

Please email resumes to [jewel.west@ccnetx.org](mailto:jewel.west@ccnetx.org).