



Leadership Operations Intern: Job Description

Job Title: Leadership Operations Intern
Reports To: Operations Director

Hours: Part-Time
Location: Springfield, MO (hybrid)

Position Summary

The Operations Intern will work closely with the Operations Director to keep our systems and processes organized and effective. You'll gain hands-on experience with database management, donor relations and project coordination. This role is perfect for a student who wants to sharpen professional skills while contributing to a mission-driven nonprofit.

List Major Functions and Position Responsibilities:

What You'll Do

- Help manage and update our donor and contact databases
- Record and acknowledge monthly donations
- Assist with data entry, accounting tasks, and reporting
- Support policies, procedures, and organizational best practices
- Tackle special projects that make a real impact on our team's work

What We're Looking For

- A critical thinker who enjoys researching and sharing findings
- Someone who works efficiently, follows instructions, and stays professional
- Willingness to learn new tools and collaborate with a team
- Strong attention to detail and solid written communication skills
- A commitment to high-quality work and professionalism

What You'll Gain

- Hands-on experience with nonprofit operations and donor management systems
- Exposure to real-world data management
- Mentorship from experienced nonprofit leaders
- A chance to make meaningful contributions to your community
- Skills that will stand out on your résumé in any career field

Organization Culture

Leadership Springfield's mission is to inspire, develop, and connect leaders to serve our community. As an organization, we run leadership programs for area professionals and students. We also manage Rosie, an advocacy network for women and the largest general networking group in Springfield. We've got the flexibility you need in a hybrid work environment and the supportive & encouraging team energy you want! We have office space at efactory's Coworking at Brick City, where there is a floating workplace for our student interns. We are all about leadership development, giving you real-world experience and access to over 3,000 alumni who are leaders in every field and industry to help you get potential job connections, and we know you'll learn, develop, and grow in your time with us.

Non-Discrimination Policy

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training.

We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Company's Employees, volunteers, students and other individuals in the office to perform their job duties. The Company makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or Employees, volunteers, students and other individuals in the office, and the individual's past performance within the organization.



LEADERSHIP
SPRINGFIELD
INSPIRE • DEVELOP • CONNECT



Employee Signature

Print Name

Date

Executive Director Signature

Print Name

Date