Fall 2027 Intern

Position: Community Impact Fall Intern

Location: Luzerne Foundation, 34 South River Street, Wilkes-Barre, PA

Duration: 8 weeks in total starting **September 20, 2027 through November 12, 2027**.
Monday - Friday

Hourly Rate: $15 per hour with 15 available part time hours per week

About us: Luzerne Foundation purpose is to inspire people to create charitable funds to improve the local community.

Position: We are looking for a highly organized individual with excellent writing and communication skills to join our team. This internship provides a unique chance to gain practical experience by working closely with local nonprofits, engaging in planning and communications within a community-focused environment. The intern will collaborate with our team members to support various projects and events that advance our mission and engage our community.

Responsibilities:

- Assist in fostering cooperation between nonprofit organizations in the community.
- Aid in the facilitation of meetings and discussions regarding community projects.
- Support the grant-making process by helping to develop requests for proposals.
- Support the program needs of the Luzerne Foundation Youth Advisory Council.
- Assist with administrative tasks and other duties as assigned.

Qualifications:

- Currently pursuing or recently completed a degree in Public Administration, Social Work, Nonprofit Management.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Passion for community service and nonprofit work.
- Have fun and be a part of the area's leading nonprofit.

Benefits:

- Gain hands-on experience in nonprofit management and operations.
- Understand the grant-making process and how to evaluate nonprofit projects.
- Develop skills in fostering and maintaining relationships between various community stakeholders.
- Network with professionals in the nonprofit and for-profit sectors, as well as community leaders.

How to apply:

Interested candidates should submit a resume to Paul Oswald, COO paul@luzernefoundation.org
Application deadline August 6, 2027.