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# Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

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**Professional Intern for the Drummond Thorne Stukes  
Executive Director of the Cary Center for the Advancement of  
Philanthropy and Nonprofit Studies & Women's Philanthropy Board**  
(1 position)

The Cary Center seeks a dynamic, self-starter to assist and represent the office of the Drummond Thorne Stukes Executive Director for the Cary Center for the Advancement of Philanthropy and Nonprofit Studies.

**Responsibilities:**

- ◆ Assist and “shadow” Cary Center Executive Director in day to day activities.
- ◆ Prepare correspondence, speeches, presentations, literature, documents and other written materials as assigned by the Executive Director.
- ◆ Assist and work alongside the Executive Director in planning and preparation of meetings, conferences, and conference calls.
- ◆ Accompany Executive Director in speaking engagements and to conferences as deemed appropriate.
- ◆ Prepare, track, and interpret program data for a variety of Center reports.
- ◆ Conduct benchmarking and other comparison studies as deemed appropriate by Executive Director.
- ◆ Welcome onsite visitors to the Cary Center and provide tours of the Halliday Cary Pick house.
- ◆ Assist with general office administration duties as needed: copying, scanning, filing, and data entry.

**Qualifications:**

- ◆ Must be computer literate (working knowledge of Word, PowerPoint, Publisher, and Excel).
- ◆ Must bring personal laptop with Wi-Fi capabilities to office setting in order to complete required daily work assignments.
- ◆ Excellent written and oral communication skills.

- ◆ Ability to communicate in a professional manner with a variety of constituents.
- ◆ Self-motivated, good organizational skills, professional appearance, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- ◆ Strong creativity, flexibility, and adaptability.
- ◆ Enthusiasm for the mission of the Cary Center and its programs.
- ◆ Must have reliable transportation to and from the Cary Center on North College Street in Auburn.
- ◆ Must be able to lift 10-15 lbs box and transport up stairs.
- ◆ Business attire required.

**Internship Requirements:**

- ◆ Internships must be planned and established within the deadline(s) stated on the application.
- ◆ All internships require a full semester commitment – beginning on the first day of class and ending on the last day of class.
- ◆ Applicants must be highly organized, detail oriented, reliable, and well groomed.
- ◆ Interns are expected to attend all Cary Center events and programs and to provide assistance for these events.
- ◆ An internship requires a written agreement between you and your onsite supervisor at the Cary Center. The agreement will include a detailed description of your responsibilities and a performance evaluation form.

**Hours:** 15 - 20 hours/week

**Compensation:** This is an **unpaid** internship.

**To Apply:** Please send a cover letter, resume, references, and completed application to [carycenter@auburn.edu](mailto:carycenter@auburn.edu).