



## Music Forward Foundation Operations Intern

### About Us

Music Forward transforms young lives, inspires careers, and champions a more inclusive music industry. Music Forward next-gen programs help break the barriers of gender, poverty, and race to enter the music industry. Music Forward bridges our communities to the music industry, empowers ambition, and creates momentum to redefine what is possible for the youth and industry we serve. Learn more at [www.musicforwardfoundation.org](http://www.musicforwardfoundation.org)

### Our Internship Offer

You will work closely with the Director of Operations on 2-3 projects that provide insight into non-profit operations, and develop project management, collaboration, and presentation skills. As part of the operations team, projects span financial management, Salesforce/CRM development, human resources, and risk management. The internship is virtual for interns outside of Los Angeles County. Los Angeles County-based interns have a hybrid work structure with in-office Thursdays and attendance to in-person music industry events as scheduled in advance. This is an excellent opportunity to gain hands-on experience in a national organization and work side-by-side with a dedicated team of professionals.

### Responsibilities

- Support research and internal communications on training and conference opportunities
- Assist in planning staff and intern events and trainings
- Assist in development of Music Forward's Constituent Relationship Management System on Salesforce. Learn how to navigate and update data, create online forms and customized reports, and automate features. Update standard operating procedures.
- Assist in the development of dashboards and present findings.
- Research and support development of accounting processes and forms related to fundraising, grants, and department budgets.
- Support cross-department projects as assigned.
- Participate in staff and department calls.

### About you

- You have access to a computer and the internet
- Have a curious mind and strong work ethic
- Outgoing, positive, and a great listener
- Enjoys organizing information and data, with attention to detail
- Works well independently and as a team member
- Interested in non-profit organizations and giving back to the community
- Familiar with Microsoft Office and Outlook

### Start Date

Internship hours and start dates vary depending on the semester. Candidates must be available between 9:00 am-6:00 pm Pacific time, Monday-Friday.

### Compensation

This is a part-time, non-exempt, temporary position with a wage of \$16.05 per hour. The position will involve a maximum of 24 hours per week. The internship will not exceed 240 hours.

*Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*