National Endowment for Financial Education

Website: http://www.nefe.org/

Organization Address: 1331 17th St, Suite 1200 Denver, CO 80202

Position Title: Fund Development Intern

Desired Start Date and End Date: Flexible

Organization Description:

The National Endowment for Financial Education (NEFE) is the leading private nonprofit 501(c)(3) national foundation dedicated to inspiring empowered financial decision making for individuals and families through every stage of life.

With more than a quarter-century of dedication to the public good, NEFE continues its legacy of service with commitment to providing financial education and practical information to people at all financial levels, including:

- Youth and adult financial education resources
- Training tools from the classroom to the workplace
- Research and consumer surveys

Find out more at www.nefe.org.

Position Description:

The NEFE Intern will assist across NEFE departments such as marketing, government affairs and various programs including SmartAboutMoney.org, OnYourOwn.org, NEFE Digest (our corporate newsletter), and other programs as needed. We will give you an opportunity to experience the many areas that make up NEFE. More specifically, reviewing and editing documents, write content for NEFE programs, assist in social media posts, and research trends in personal finance and public policy. There is also opportunity for graphic design and video editing.

Contact Information

If you have any questions, please contact the PIIE Program Director, Dylan Mark, at 303-492-3707 or dylan.mark@colorado.edu
NEFE has 23 full-time staff members. Our intern will be able to contribute to a wide variety of projects, and will be able to show in his or her portfolio deliverables worked on.

**Qualifications:**

- Junior or Senior pursuing a business, communication, humanities, or related degree
- Interest in nonprofit and personal finance
- Experience with Microsoft Office tools
- Experience with social media platforms, Adobe design programs, and video creation and editing a plus
- Attention to detail
- Strong time management skills and ability to work independently
- Must be able to work in the downtown Denver office
- The ideal candidate will be interested in personal finance, be comfortable with technology, have a positive attitude and be open to learn.