



JOB DESCRIPTION

TITLE:

Intern

RESPONSIBILITIES:

The OPAF Intern will participate in and learn about all aspects of operations and program management including, but not limited to:

- Program development/administration;
- Fund development;
- Fiscal management;
- Human resource management;
- Marketing/Communications
- Systems design and implementation/technology integration; and
- Nonprofit client/customer service.

Additionally, the OPAF Intern will assist as needed in performing general office tasks including, but not limited to:

- Data entry;
- Photocopying;
- Faxing; and
- Mass-mailings.

REQUIRED SKILLS:

- MS Office Suite; and
- Use of general office equipment.

ADDITIONAL QUALIFICATIONS:

Outstanding research skills; excellent written and verbal English-language skills; strong people skills; flexibility; sense of humor; detail-orientation; strong time-management and organization skills; strong work ethic and sense of initiative and accountability; comfort working independently as well as part of a diverse team of fellow interns, full-time staff, and volunteers; and a passion for learning.

EDUCATION REQUIREMENT:

High school seniors, undergraduate/graduate students, recent college grads, or commensurate experience.

COMPENSATION:

Interns receive a modest stipend of \$500 per semester and benefits include a Metro-accessible Downtown-DC location in the heart of the nonprofit community, numerous educational opportunities, free use of the building gym, casual dress, and a collegial working environment.

TO APPLY:

Send resume, cover letter indicating academic, professional, and/or personal experiences relevant to this position and to OPAF's mission, three references, and a writing sample of no-more-than five pages to Julie Besaha via email (jab@opfund.org). PLEASE NO PHONE CALLS. Only candidates selected for interviews will be contacted.

The Orthotic and Prosthetic Assistance Fund, Inc. (OPAF) is a national, 501(c)(3), (nonprofit) charitable organization and the official philanthropy of the U.S. orthotic and prosthetic community. OPAF aims primarily to enable individuals with physical disabilities – especially those served by members of the orthotics and prosthetics community – to enjoy the rewards of personal achievement, physical fitness, and social interaction. Visit OPAF on the web at www.opfund.org.

OPAF is committed to fair treatment of our valued employees. OPAF's Equal Employment Opportunity (EEO) policy supports Federal and Local EEOC legislation (www.eeoc.gov). OPAF is an equal opportunity provider and employer. OPAF does not discriminate in its programs, activities, hiring practices, promotion, benefits, retirement, and any and all other instances on the basis of race, color, religion, national origin, sex, gender expression, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental disability, or political affiliation. OPAF prohibits harassment on any grounds.

OPAF values diversity as it strives to assemble and empower superior individuals in the name of the U.S. orthotic and prosthetic community; every effort is made to reach out to diverse communities not only in the National Capital area, but also throughout the U.S., but also throughout the U.S.