



3001 Brighton Blvd  
Suite 623  
Denver, CO 80216  
www.FirstDescents.org

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## – OPERATIONS INTERN JOB DESCRIPTION –

First Descents (FD) is seeking an Operations Intern who is detail oriented with excellent organization skills. This individual should be quick learner, and self-motivated to manage task efficiently in a very fast paced environment. The Finance and Operations Department of First Descents helps run the organizational side of the Company (including finance, human resources, and IT) and the Operations Intern would assist in a variety of tasks in several different capacities.

Reporting to the Finance & Operations Coordinator, the primary duty of the Operations Intern is to keep track of donations that are made to First Descents, organize various databases, and ensure the workspace at First Descent's Headquarters is running smoothly. The Operations Intern will also assist in analyzing data, reconciling data between databases, and ensuring data is accurate and up to date.

### RESPONSIBILITIES:

The Operations intern should have excellent written and verbal communication skills and be able to manage several projects at a time. Our ideal candidate has the ability to problem solve and think critically, analyze data and complete work without extensive instruction or supervision. Furthermore, we are looking for an intern with a good sense of humor! Responsibilities will include, but are not limited to:

**MANAGING DONATIONS:** Input donations in an organized and efficient manner is key requirement of the Operations Intern. This individual will need to collect and document client data, payment information, future planned gifts, and electronic funds transfers (EFTs). Furthermore, this individual will provide tax documentation for donors of First Descents, and send welcome packets to recurring donors. Finally, the Operations Intern will assist in running and analyzing reports from an up to date donor database.

**RECONCILE DATA:** Everyone loves good clean data! The Operations Intern will reconcile data between our accounting software and CRM software. The use of deduplication tools in order to "scrub" data within our databases to ensure accurate and up to date data will be a big project for this individual!

**MAINTAIN AN EFFECTIVE WORKSPACE:** Administration duties within this position include maintaining various email inboxes, and keeping First Descents Headquarters as efficient as possible by keeping the office fully stocked with office supplies.

**OUT LIVING IT:** It's our motto and succinctly sums up our core values of adventure, challenge, community, humility and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

### INSIDE DETAILS:

This is an un-paid position based at our HQ in Denver, CO. The Operations Intern is expected to contribute 15-25 hours per week at our HQ office on weekdays between 8:30am-4:30pm (exact schedule is flexible). Our ideal candidate will be available to start in early to mid-September. If you are a student, First Descents will work with you and your academic advising team to customize goals, responsibilities and projects to meet the academic internship requirements.

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### – MISSION –

*First Descents provides life-changing outdoor adventures for young adults impacted by cancer.*



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**APPLY:**

To get started, send your resume as well as a cover letter to [operations.jobs@firstdescents.org](mailto:operations.jobs@firstdescents.org). We want to get to know the real you and why you would be a great addition to our team – be sure to let this shine through on your cover letter.

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