

## Sample Bonner CEF Job Descriptions

Consider building an internship description by [project](#).

Below are seven samples to inspire your job description.

### 1. Volunteer Management – Volunteer Tracking and Recruitment System

**Partner type:** Direct service provider (after-school program)

**Project:** Design and implement a volunteer tracking and recruitment system.

**Deliverables might include:**

- A streamlined check-in/check-out process and tracking spreadsheet or database
- Updated volunteer application, intake, and placement forms
- A basic volunteer recruitment plan (channels, messages, annual calendar)

**Impact:** Improves volunteer supervision and tracking, increases reliability of volunteer coverage, and strengthens the program's ability to report outcomes to funders.

### 2. Training & Program Development – Curriculum and Training Manual

**Partner type:** Youth development nonprofit

**Project:** Develop a curriculum and companion training manual for an enrichment program (for example, STEM, college access, or arts).

**Deliverables might include:**

- A set of modular lesson plans with learning objectives and activities
- A training guide for staff and volunteers on how to deliver sessions consistently
- Simple evaluation tools (pre/post questions, feedback forms)

**Impact:** Enhances program quality, makes it easier to onboard new staff and volunteers, and supports scaling the program to additional sites.

### 3. Fundraising – Grant Prospect Research and Proposal

**Partner type:** Small community organization or collaborative

**Project:** Research grant prospects and help draft at least one full proposal.

**Deliverables might include:**

- A prospect list with 10–15 aligned funders and deadlines
- A reusable grant narrative (organizational description, need statement, program description, outcomes)
- One complete proposal tailored to a priority funder

**Impact:** Increases the organization's ability to secure new funding and provides a template they can adapt for future proposals.

### 4. Communications – Website and Social Media Refresh

**Partner type:** Community clinic or advocacy group

**Project:** Redesign and update the organization's basic web and social media presence.

**Deliverables might include:**

- A refreshed website structure and updated content (about, services, contact, donate, get involved)
- A simple social media content plan (key messages, sample posts, 3-month calendar)
- Branded flyers or one-page handouts that align with the online materials

**Impact:** Improves how the organization communicates with clients, volunteers, and donors, and expands their reach to new audiences.

### 5. Research – Community-Based Data and Issue Brief

**Partner type:** Local collaborative (for example, homelessness or food security coalition)

**Project:** Conduct community-based research and prepare a concise issue brief.

**Deliverables might include:**

- A short literature and policy scan (current studies, best practices, local data)
- A survey or interview protocol and summarized findings
- A 3–4 page issue brief with data visualizations and recommendations

**Impact:** Provides collaboratives with evidence they can use to guide strategy, inform member agencies, and support advocacy or funding requests.

### 6. Program Evaluation – Outcomes and Assessment Plan

**Partner type:** Education or workforce development program

**Project:** Design a basic evaluation plan and tools for tracking outcomes.

**Deliverables might include:**

- A logic model or theory of change that connects activities to outcomes
- Simple pre/post or follow-up instruments and a data collection plan
- Templates for summary reports (charts, key metrics, narrative)

**Impact:** Strengthens the program’s ability to demonstrate impact, improve quality, and meet funder or accreditor reporting requirements.

### 7. Collaborative Support – Meeting Infrastructure and Shared Tools

**Partner type:** Multi-agency collaborative or coalition

**Project:** Build the infrastructure needed to coordinate regular collaborative meetings and shared information.

**Deliverables might include:**

- A standardized meeting agenda and minutes template
- A shared contact and email list, plus an email communication plan
- A basic shared resource hub (for example, wiki or shared drive) with key documents, data, and calendars

**Impact:** Increases efficiency and clarity in collaborative work, makes it easier for members to participate, and supports sustained, collective action.

Consider [past internships](#) hosted by local partners as samples.

Below are seven active placements to consider.

#### 1. Youth Diversity and Civic Engagement Programming Intern

##### *Carlisle Victory Circle*

Organization Website: <http://www.carlislevictorycircle.org>

Organization Address: 368 W. North St., Carlisle, PA

**Carlisle Victory Circle (CVC)** is affiliated with the Carlisle School District and is a United Way non-profit agency supporting middle school and high school students in the Carlisle District. Our mission is to prepare students for their future through education and character development. We

support students' preparation for the future through tutoring, advising, life-skills programming, and prizes for good grades.

**This internship** offers students an opportunity to shape the CVC themes of learning and celebrating diversity and civic engagement, how they are explored, and contribute to and/or lead activities to help our students to explore them. The Intern will take a leadership role in projects including managing and evaluating our tutoring program and in identifying, organizing and evaluating our community-service and other civic-engagement projects. The role will provide a valuable experience for students with interests in social justice and related structures and systems of support, education, and community and civic engagement.

**Essential Skills/Qualifications:**

- Sensitivity
- Initiative
- Leadership
- Balance of being an authority while also being a thoughtful and open listener
- Organization
- Attention to detail

**Hours:** Tuesday and Thursday evenings (6-8pm) at our Clubhouse, attendance at middle or high school meetings as available (schedules vary) and a one-hour weekly intern team meeting (timed to suit interns' schedules)

## 2. SPY Historical Preservation and Storytelling Intern

### *Supportive Partnerships for Youth (SPY)*

Organization Website: [www.ourSPYcommunity.org](http://www.ourSPYcommunity.org)

Organization Address: 149 West Penn Street, Carlisle PA 17013 (at Hope Station)

**SPY** is an organization dedicated to ensuring all children have access to the resources and relationships needed to help them reach their full potential. In 2026, SPY will be celebrating its 40th Anniversary which is a significant milestone. Over the last 5 years, SPY has had remarkable growth and transformation and now plays a meaningful role in our community. It is clear SPY is here to stay. Unfortunately, there is no clear record of how SPY began or how it progressed from serving 18 students to nearly 200 this year. All our historical files are in boxes without proper order. SPY is proud of its accomplishments over the years and would like to recognize our 40th Anniversary in a celebratory style. As a part of this commemoration, SPY would like to unveil the story of its origins and evolution. The SPY Historical Preservation and Storytelling Intern Fellowship position was designed to help accomplish this.

**This intern will** conduct research on the establishment of SPY and document the timeline of significant events in our organizations history in a way that is clearly delineated. They will also help to create a public exhibit that memorializes SPY's origins and evolution and appropriately recognizes key stakeholders in its founding and development. This intern will orchestrate the preservation of SPY's historical data and storage at the Cumberland County Historical Society and help plan a celebratory event to honor's SPY's 40th Anniversary.

**Essential skills and qualifications:**

- Flexibility
- Being energetic
- Works well with others and collaborative minded, while able to work well independently
- Patient
- Creative and curious
- Organized and detail oriented
- While it is not necessary, experience working with youth would be helpful.

**Hours** are flexible.

**3. Peace-Builder Intern*****The J. Sherwood McGinnis, Jr. War, Peace, and Justice Project (WPJP)***

Organization Website: <https://www.warpeacejustice.org>

Organization Address: 111 S. College St, Carlisle, PA 17013 (across from Landis House)

**The WPJP** brings together nationally and internationally recognized experts, practitioners, academics, and interested citizens to address vexing questions about the relationships between war, peace, and conflict through free and open sessions to the public. WPJP seeks to illuminate the tragedy of human conflict; create the full experience of understanding peace, justice, and war as human phenomena; foster a better peace through a deeper understanding of war and its consequences; establish critical dialogue among people of diverse perspectives; and help the citizenry better understand the impact of conflict and the use of force on society, especially on veterans who have served our nation. The humanities play an essential role in this endeavor.

**This intern** will be an integral part of the WPJP Planning Staff, while also being an active citizen within the Carlisle, and within their own home community, to help foster communities of conscience while becoming advocates working for enduring peace with justice. They will play a significant role in helping to shape future WPJP sessions and new initiatives that are being launched at the intersection of ethics, the arts, and history. In 2025, WPJP plans to open the year with a Quaker art exhibit at the G.B. Stuart History Workshop. This will be the fourth art exhibit that they have offered to the community. Later in the year, they will plan a robust film festival with the theme being the UN International Day of Peace. They also have already begun preliminary planning for a major symposium in spring 2026--all events that this intern will engage in as a "Peacebuilder."

**Essential skills and qualifications:**

Any student intern regardless of academic discipline, who desires a more peaceful and just world is the ideal candidate for this role.

**Hours** are flexible, Monday-Friday, 9am-4:30pm

**4. Development and Communications Project Assistant*****Moving Circles***

Organization Website: <https://www.movingcircles.org/>

Organization Address: 211 Tall Oak Drive, New Cumberland, PA 17070 (but this intern could work on site at the CCLA)

**Moving Circles** empowers people to build bridges, create dialogue, and take actions toward transformative and hopeful futures. The purpose of the organization is inspiring people to take action toward individual and collective social change, network to build welcoming and sustainable communities, and restore the human spirit.

**This internship** will provide hands-on experience working with a small, grass-roots non-profit. The intern will support, grow, and develop various aspects of Moving Circles operations and capabilities. This will include community outreach, volunteer recruitment, marketing and communications, social media and website development. Moving Circles is launching a newsletter and the Development and Communications Project Assistant will have an integral role in its development and rollout.

**Essential Skills/Qualifications:**

- Interested in community-building, social and racial justice issues, and who enjoys working collaboratively
- Can work independently and collaboratively
- Curious
- Believes in working toward social change
- Open to instruction and feedback
- Comfortable communicating their own insights and ideas

**Hours** are flexible.

**5. Multiple Internship Opportunities, dependent on CEF interest: Lead Data Analyst; Public Relations & Outreach Liaison; Media & Marketing Lead; Nutrition & Food Insecurity Action Officer**  
**Shippensburg Produce and Outreach (SPO)**

Organization Website: [www.shipout.org](http://www.shipout.org)

**SPO** is a nonprofit food pantry that provides fresh produce and healthy food items to households in the Shippensburg community. SPO is dedicated to creating a welcoming environment and making a positive impact on the lives of individuals and families in the community. The CEF will play a critical role in SPO's three-year Strategic Plan Implementation.

**The overarching role/responsibilities for a CEF at SPO will depend on the CEF's academic interests and skills balanced with the needs of SPO.** SPO CEFs will be afforded the opportunity to build their position/projects within SPO's defined vision/purpose (under the umbrella of one of SPO's five strategic goals, yet with the freedom to exercise creativity, critical thinking, and informed, ethical decision-making. Role/responsibility examples for selected academic majors (NOT all-inclusive; SPO welcomes any contributions relevant to a SPO strategic goal):

- (1) Data Analytics/Math/Computer Science – Perform data collection/analysis; refine the website/donation portal ; build a SPO app; implement new client registration system;
- (2) Journalism/Media Studies – Create messaging campaigns/marketing materials; build relationships with media outlets; manage social media accounts;

- (3) Health Sciences/Food Studies – Continue developing the new Client Choice Program; develop sharable nutrition information; act as SPO’s liaison to the Cumberland County Food System Alliance;
- (4) Business Management – document/cultivate holistic business management practices and SPO operations portfolio; professionalize/transition from non-profit to a sustainable business model;
- (5) Sociology/Psychology – Conduct client intake; develop targeted support programs; liaise with social services networks; conduct community outreach
- (6) Sustainability/Environmental Sciences – Serve as liaison to farm/gleaning partners and grocery food chains; act as SPO’s liaison for grant/partnership opportunities.

**Hours** are flexible, but the CEF should plan to be at SPO for some amount of time every Tuesday (food distribution day)

## 6. Criminal Justice and Reentry Program Assistant

### *The Pardon Project and the Cumberland County Reentry Coalition*

Organization Website: <https://pafamilysupports.org/>

Organization Address: 320 S Hanover St., Carlisle

**Central PA Family Support Services** seeks to positively impact the quality of life and the well-being of children, families, and individuals and instill hope and empowerment to make positive life changes using diverse programs. Our reentry support program is designed to help previously incarcerated individuals successfully transition into community living by empowering them with the skills and resources needed to independently address the difficulties and challenges they will face in day-to-day life.

**This intern will** interact with both the Cumberland County Reentry Coalition (CCRC) and its subcommittees and the Pardon Project of Cumberland County. The intern will help plan community outreach initiatives, assist with data collection projects, and participate in monthly meetings. This intern will also assist qualified individuals prepare their applications and navigate the pardon process and participate in Pardon Clinics held every October and April.

#### **Essential skills and qualifications:**

- Flexible
- Strong interpersonal and communication skills
- Able to handle sensitive information with discretion
- Compassionate
- Organized and able to work independently
- Comfortable working a diverse group of people

**Hours** are flexible.

## 7. Success By 6 Early Childhood Coordinator

### *United Way of Carlisle & Cumberland County*

Organization Website: [uwcarlisle.org](http://uwcarlisle.org)

Organization Address: 145 S. Hanover Street, Carlisle, PA 17013

**Success By 6**, the early childhood initiative of **United Way of Carlisle & Cumberland County**, works to ensure that every child is prepared and ready to succeed by the time they enter kindergarten. Success By 6 brings together early childhood educators, public school administrators and teachers, businesses, health centers, advocates and parents to work toward this common goal.

**This intern will** support the Success by 6 program and other literacy initiatives through the planning of instructional materials and lesson plans for the Play and Learn program; designing and creating brochures and invitations; and setting up social media posts on Facebook and Instagram. The work will be relevant, timely and relate to all of our current initiatives. The CEF will also have an opportunity to help other staff in the areas of community impact and community resources.

**Essential skills and qualifications:**

- Competent in the use of technology, including Canva and social media
- Demonstrates an interest in education as well as helping the less fortunate in our community
- Strong oral and written communication skills
- Able to proofread and edit documents
- Ability to work independently, remain on task, and work efficiently based on the deadline and degree of difficulty the project allows
- Strong interpersonal skills and enjoy working with the public.

**Hours** are flexible, Monday-Friday, 9am-4:30pm