



# Non-Profit Development – Intern

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## About us

The Disabled American Veterans (DAV) is a nonprofit charity that provides a lifetime of support for veterans of all generations and their families, helping more than 1 million veterans in positive, life-changing ways each year. Annually, the organization provides more than 600,000 rides to veterans attending medical appointments and assists veterans with well over 200,000 benefit claims. In 2018, DAV helped veterans receive more than \$20 billion in earned benefits. DAV's services are offered at no cost to all generations of veterans, their families and survivors. DAV is also a leader in connecting veterans with meaningful employment, hosting job fairs and providing resources to ensure they have the opportunity to participate in the American Dream their sacrifices have made possible.

With nearly 1,300 chapters and more than 1 million members across the country, DAV empowers our nation's heroes and their families by helping to provide the resources they need and ensuring our nation keeps the promises made to them.

## Job Summary

The DAV California is updating the structural organization—and we need your help.

We are seeking students (preferably) focused on non-profit work or policy, to help reorganize the day-to-day structural format of the California DAV. Interns have the unique opportunity to receive hands-on experience and learn all aspects of running a first-class non-profit; learn about how a non-profit is organized and get to work hands-on with the day-to-day operations of running a non-profit.

While on as a part of our staff, interns have the opportunity to work closely with the Director of Operations and leadership staff to assist in handling all tasks ranging from clerical work and bookkeeping, to event planning and Outreach. Interns will have the ability to dive into generations worth of historical public documents, as well as have a voice in how to improve the day-to-day operations of how to improve the functionality of our organization so that we can better serve the veterans of California—as well as they deserve to be served.

Internships are unpaid. DAV California will help you with school credit and professional connections for placement after school.

Interns are expected to work two days a week; and DAV California will be flexible with your school schedule.

## Requirements and Qualifications

- Self-motivated
- Organized
- Well-spoken
- Sense of humor
- Thick Skin (Veterans can be abrasive and opinionated).
- Computer literacy is a must
- MS Office knowledge is a must.
- Photoshop is not required but is a definite plus.
- Office 365 knowledge is not required, but is also definitely a plus

The positions are open to start immediate. Please send Cover Letter and Resume to [RGraves@DAVCal.org](mailto:RGraves@DAVCal.org)