Job Title: Project Management Coordinator (Intern/Unpaid)
Reports To: Executive Director or other key staff

Position Summary
The Project Management Coordinator (Intern) will play a key role in helping us build out and implement a full project management system using **Monday.com**. Candidates who are highly organized and tech-savvy will find this is an excellent opportunity for someone who wants to gain hands-on experience in project management, systems development, and nonprofit operations while making a meaningful impact.

Key Responsibilities and Tasks
- Learn the organization's needs and workflows to design and build a customized Monday.com system for project management.
- Set up dashboards, automations, forms, and integrations within Monday.com.
- Document processes, create user guides, and train staff on best practices.
- Collaborate with a lean nonprofit team to identify inefficiencies and propose solutions.
- Support general project management tasks, including tracking progress, managing timelines, and reporting outcomes.
- In collaboration with the automation intern (if applicable), ensure thoughtful collaboration between process improvement and project management.

Qualifications
- Currently enrolled in coursework related to project management, operations, nonprofit management or related field.
- Familiarity with or willingness to quickly learn Monday.com platform (experience with similar tools like Asana, Trello, or Airtable a plus)
- Resourceful, get-it-done attitude; initiative to assist in any area or process; problem solving, seeking answers independently and enthusiastically; flexibility to persist until goals are achieved.
- Proven attention to detail with advanced organizational, process-driven focus and time management skills.
- Basic tech skills: working with databases, basic Microsoft tools, using email and scheduling tools.
- Ability to thrive in a lean team environment where everyone wears multiple hats.

Time Commitment
This internship is designed to be flexible and scalable to align with the student's degree program or academic credit requirements. The optimal range is approximately 8–15 hours per week, totaling 120–225 hours per semester, with final scheduling to be determined in coordination with the student and their academic advisor. NOTE: this optimal range is negotiable based on a student's needs and availability.

Some work should be completed Monday through Friday during general business hours, to ensure access to program staff and timely client communication, but focused project work and buildouts can happen at any time. The position will be **hybrid (open to flexible scheduling)** following initial training, though office space and on-site work hours can be made available if preferred or required.