

Position Announcement
CIP Intern – ASCEND: BLO

Location: Oakland, California
Status: Part-Time, 20 hours/week
Reports to: Capacity Building Initiative Officer

About The East Bay Community Foundation:

Founded in 1928, and supported by over 400 local donors, the East Bay Community Foundation mobilizes financial assets and community leadership to transform the lives of people in the East Bay with pressing needs. This means bringing together the financial resources and leadership capabilities of charitable-fund holders with those of government, business, private foundations, and non-profit service providers in coordinated, grantmaking efforts to positively affect social change. The Foundation is committed to advancing a Just East Bay; where all members of our community are treated fairly; resulting in equitable opportunity and outcomes. In 2017, in partnership with our donors, EBCF granted more than \$46 million to local nonprofit organizations and had charitable assets under management of \$450 million.

As we engage with the broader community and one another, we endeavor to act with humility; we believe in the importance of diversity and inclusion; we possess a willingness to act with courage, integrity and compassion; and we are dedicated to fostering a culture of learning. Our work is rooted in social justice and each day is dedicated to moving closer to our vision of an inclusive, fair, and just East Bay. Driven by a spirit of collaboration, we believe the path forward is paved with innovative, progressive, and forward-thinking philanthropy. For more information, please visit www.ebcf.org.

About ASCEND:BLO

In an effort to strengthen Black-led nonprofit organizations (BLOs) that serve as anchor institutions providing vital services in communities of color and low-income communities, the ASCEND:BLO initiative is a capacity building program designed to support the growth, sustainability, and impact of BLOs in four (4) core Bay Area Counties: Alameda, Contra Costa, San Francisco, and San Mateo. The first of its kind in the Bay Area, ASCEND:BLO has three (3) key components for effective nonprofit development – 1) A six-month accelerator to bolster emerging, innovative BLOs; 2) a three-year stabilizer designed to support mature BLOs and; 3) a peer learning community featuring peer networking and learning with access to relevant workshops and speakers. ASCEND:BLO is a collaborative effort that is supported by leaders from the East Bay Community Foundation, as well as the Akonadi Foundation, The California Endowment, The California Wellness Foundation, the County of Alameda, Kapor Center for Social Impact, The San Francisco Foundation, the Walter & Elise Haas Fund, and the Y & H Soda Foundation. More information about ASCEND:BLO can be found at www.ebcf.org/ascendblo.

About The Position:

EBCF seeks a qualified and enterprising intern to provide part-time administrative support to the Capacity Building Initiative Officer as they lead and manage the various activities and components of the ASCEND: BLO Initiative. The intern will assist in maintaining the directory of Black-led organizations in the Bay Area, developing collateral material, planning and carrying out events, and creating effective content for social media channels. The ideal candidate will have the opportunity to help build the ASCEND: BLO brand by helping create and carry out strategies to share relevant content across various social media.

Responsibilities:

- Perform general office duties to assist in ASCEND:BLO Initiative administration
- Provide administrative support to Capacity Building Initiative Officer to insure integrated, efficient workflow
- Assist in the development of all collateral material to be used for presentations and promotion
- Assist in carrying out strategies to share relevant content across various platforms and social media

Candidate Qualifications:

- Commitment to social justice, equity and inclusion
- Emotional Intelligence
- Strong and effective verbal and written communication skills
- Ability to maintain confidentiality
- Ability to establish and execute priorities with moderate guidance
- Willingness and ability to learn new content areas and different ways of working
- Experience working or volunteering in a nonprofit or philanthropic organization is desirable
- Experience working with Asana or similar work management tool is also desirable
- Above average computer skills and experience in MS Office (Outlook, Excel, & Word)

Valued Qualities:

- A passion for working with people
- Excellent organizational skills, integrity, and a learning mindset
- Personal commitment to the ideals of community, service, inclusion, and justice
- Understanding and appreciation of progressive movements, social justice, and the struggle for equity and inclusion

Application Instructions:

To apply, please send the following to jobs@eastbaycf.org:

- Resume, Cover Letter, Writing Sample or Relevant Portfolio, Three References

The East Bay Community Foundation receives many applications for open positions. Unfortunately, we are unable to respond to all who apply. Only applicants that meet specific requirements as outlined in the minimum qualifications section of the job description will be contacted. No phone calls, please.

The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company