



## **Administrative, Customer Service, Finance & Operations Internship (3 Positions)**

### **The J Los Angeles | Part-Time | Academic Credit Required**

The J Los Angeles is seeking three (3) college interns to join a structured, learning-focused internship program designed to provide hands-on exposure to nonprofit operations, customer service, administrative functions, and basic finance practices. Interns will support front office and program operations while participating in a supervised, educational experience.

This internship is intended to be mutually beneficial—providing operational support to The J Los Angeles, additional capacity for staff, and meaningful professional development for students. Interns will observe and participate in administrative workflows, member services, program coordination, and introductory finance processes, while receiving mentorship and feedback.

Interns will participate as part of a small cohort, allowing for collaborative learning, cross-functional exposure, and shared experiences across departments.

### **Eligibility Requirements:**

Applicants must be currently enrolled college students at the sophomore level or higher (or rising sophomores) pursuing degrees in related fields such as business, nonprofit management, communications, finance, HR, education, or social sciences.

### **Academic Credit Requirement:**

This is an unpaid internship and must be completed for academic credit, with approval and sponsorship from a faculty advisor, professor, or department head.

### **Commitment:**

- 4 hours per day
- 4 days per week
- Semester-based or 10–12 weeks

This internship is designed to provide real-world experience, mentorship, and exposure to nonprofit operations within a dynamic, community-centered environment.

**To apply, please submit a resume and brief statement of interest to [hr@thejla.org](mailto:hr@thejla.org)**