

*Now Accepting Applications*

# Business Management Assistance Internship Program

FALL 2019 | 13 WEEKS | Sept 20 - Dec 20, 2019



Whether you're exploring ideas for your 1<sup>st</sup> career or 10<sup>th</sup>, we would love to have you participate in our upcoming Business Management Assistance Internship program. [Register to attend an upcoming orientation/information session to learn more.](#)



Our interns gain practical knowledge, skills, and hands-on experience essential to assisting with managing the day-to-day operations of both nonprofit organizations and small businesses.

- 100% FREE for Interns to participate.
- All materials, supplies, and equipment provided.
- Modest compensation (stipend) and mileage reimbursement is paid on a monthly basis.
- Flexible work/training hours...minimum 5 hours a week (60 hours total for 13-week period)

Attend an upcoming orientation/information session to receive more details about all benefits and requirements for the fall 2019 program. [Register for orientation/information session.](#)

REGISTER ONLINE <http://www.nplmanagement.com/internFall2019/> or email [info@nplmanagement.com](mailto:info@nplmanagement.com)

## **Tuesday, September 10<sup>th</sup>**

5pm – 7pm  
Dr. Ephraim Williams Family Life Center  
4036 14<sup>th</sup> Avenue  
Sacramento, CA 95820

## **Saturday, September 14<sup>th</sup>**

1pm – 3pm  
Brigit S. Barnes & Associates  
3262 Penryn Road, Suite 200  
Loomis, CA 95650

**To pre-register or send inquiries, please email [info@nplmanagement.com](mailto:info@nplmanagement.com)**

***Fall 2019 Business Management Assistance Internship program***

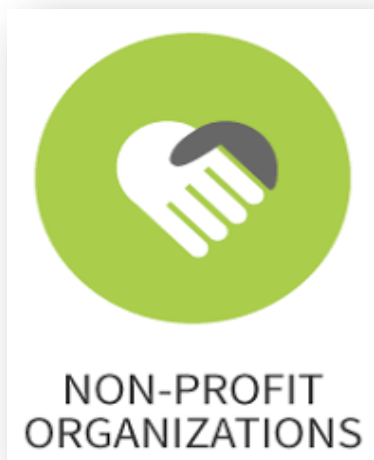
Presented by NPLI Management Solutions, Inc. (formerly Non Profit Learning Institute)

In Partnership with Dr. Ephraim Williams Family Life Center and Brigit S. Barnes & Associations

## FOCUS: Nonprofit Business Management

The following internship openings are available for those interested in learning about the daily business operations of charities, churches, and/or nonprofit trade groups:

- Community Programs Assistant (Intern)
- Office/Database Assistant (Intern)
- Financial Research Assistant (Intern) - *funding, grants, budgets*
- Marketing Assistant (Intern)



### **Training location: Dr. Ephraim Williams Family Life Center**

Learn more about each of these internship openings at an upcoming orientation/information session.



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-OR-

## FOCUS: Small Business Management

The following internship openings are available for those interested in learning about the daily business operations of small service-based businesses:

- Bookkeeping Assistant (Intern)
- Office/Database Assistant (Intern)
- Marketing Assistant (Intern)



### **Training location: Brigit S. Barnes & Associates**

Learn more about each of these internship openings at an upcoming orientation/information session.



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