

NEW SECTOR ALLIANCE, INC. POSITION DESCRIPTION

POSITION: Operations Intern

LOCATION: Boston, MA

REPORTING TO: Senior Staff

COMPENSATION: Unpaid (full-time volunteer), 3-month minimum commitment

ABOUT NEW SECTOR ALLIANCE:

Founded in 2000, New Sector Alliance is a social impact consulting and leadership development firm with a dual mission: “to accelerate social change by strengthening organizations today, while developing leaders for tomorrow.” To fulfill this mission, New Sector aims to:

- Deliver high impact consulting services which strengthen the capacity of clients to address society’s most pressing challenges and opportunities;
- Cultivate a new generation of socially engaged leaders who bridge the private, academic, and social sectors; and
- Unlock the potential of people and institutions across sectors to share resources, learn from each other, and work collaboratively to create sustainable social impact.

In partnership with leading academic institutions and consulting firms (including Accenture, Bain & Company, the Boston Consulting Group (BCG), McKinsey & Company, and Oliver Wyman), New Sector works toward these three goals simultaneously by delivering high quality, affordable consulting and professional development services.

For more information, visit www.newsector.org.

ABOUT THE POSITION:

The Operations Intern will join a young and dynamic team of social entrepreneurs looking to create lasting systemic change in the field of social impact. Working full-time, the Operations Intern will assume a critical role in strengthening our organization by working with the leadership team to coordinate New Sector activities, with a particular focus on supporting senior staff as they deliver the consulting and leadership development service offerings below:

- **CASE Teams:** Teams of 4-6 MBA students complete semester-long strategy projects for a partnering Boston-area social enterprise and receive course credit for their participation
- **Summer Fellows:** Individual Fellows are placed as paid summer interns on-site for 10 weeks at partnering Boston-area social enterprise to carry out a strategic capacity-building project
- **Residency in Social Enterprise™ (RISE):** Recent college graduates and young professionals spend one year at a partnering Boston-area social enterprise developing and implementing strategic capacity building projects
- **Other:** New Sector is currently exploring additional service offerings including custom strategic consulting and professional development services

New Sector is a burgeoning organization, and the Operations Intern will have the invaluable opportunity to gain exposure to a wide variety of processes and constituents across all aspects of the organization. This position offers an exceptional opportunity for a process-thinker and systems-oriented person who is interested in learning how a social impact organization exists from day to day, and who wants to discover



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where his/her abilities fit into the bigger picture of social change. There is also the opportunity for the Operations Intern to transition into a more senior role if he/she is successful.

KEY DUTIES AND RESPONSIBILITIES:

Key job responsibilities may include (but are not limited to) the following:

- Answering New Sector's main phone line
- Checking voicemail, receiving, distributing and filing faxes
- Scheduling senior staff
- Detailed proofreading of communications
- Quick creation of draft documents (email, PowerPoint, Excel, Word)
- Coordination of all events (training, staff meetings, et al.): securing space when necessary, buying and setting up supplies, drinks and refreshments, etc.
- Conducting research to support senior staff on consulting projects
- Handling paper documentation of AmeriCorps grant (including processing applications, enrolling, tracking, and coordinating 52 participants and supporting their logistical needs throughout the program)
- Office management: purchasing and maintaining office supplies, equipment, etc.
- IT problem-solving
- Data entry, including organization, re-organization, and systematization of data collection
- Support New Sector's staff with other projects and activities as needed on a daily basis

KEY QUALIFICATIONS:

Undergraduate degree preferred; familiarity with nonprofit organizational structure and prior professional experience strongly preferred, but not required. The following qualifications are required:

- Meticulous attention to detail and accuracy (it will not go unnoticed and it will be rewarded)
- Ability to work independently with minimal direct supervision, exercising sound judgment
- Ability to multi-task; exceptional organizational and time management skills
- Ability to work irregular (read: long) hours when needed
- Passion for proactively finding creative solutions to challenges
- Flexibility, creativity, and initiative to work effectively in an entrepreneurial environment
- Exceptional PowerPoint, MS Word, and MS Excel skills
- Exceptional oral and written skills
- Positive, can-do attitude and proactive, self-starting work style
- Strong interpersonal skills and a positive personal and professional image
- Passion for social enterprise and cross-sector collaboration
- Commitment to the mission and goals of New Sector

TO APPLY:

Send brief statement of interest and resume to Hollis Van Inwagen at hvaninwagen@newsector.org. No phone calls please. Inquiries can be sent to Hollis Van Inwagen at hvaninwagen@newsector.org.

New Sector Alliance is an equal opportunity employer.



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