*Office Manager/Intern*

O**rganization**

I Can Math (ICM) is a non‑profit organization founded in 2017 to help preschool children in Arizona improve and expand their early math foundational skills. ICM also supports future teachers (college students) in hands-on experiences (the ICM program and curriculum) to further their understanding of the importance of math education.

**Position**

Reporting directly to the Founder & CEO, the ICM intern will join the organization at a critical stage. The successful candidate will have exposure to, and gain experience in, all facets of start-up early childhood non‑profit. The individual must be smart, but willing and able to learn on the job as the position develops. All necessary training will be provided. The intern will be able to work on site with the Founder, or can choose to work remotely, meeting regularly with the Founder for support and guidance. Hours and responsibilities are flexible to suit the right candidate.

**Responsibilities**

• Nonprofit management

o Assist Internal administration

o Support program administration of new and developing sites

o Assist with implementation of program, as needed.

• Fundraising

O Conduct fundraising research to secure funds to support the organization's operations in the community

O Maintain and develop existing fundraising database

O Make initial contact with potential funders to ascertain suitability

  • Marketing

o Create marketing materials including flyers, advertisements, etc.

• Social Media

O Create and manage additional social media sites for the organization, such as Facebook and

Instagram

*Not a comprehensive list of duties and all other responsibilities and duties not listed may be added as needed*

 **The successful candidate will:**

•Demonstrate absolute commitment to the I Can Math vision and mission

• Conduct themselves in accordance with kindness, respect, and positivity

•Seek opportunities to develop and grow the I Can Math vision and mission within the community

\*\*\*Internship expected to run Feb-end of May for approximately 5 hours per week\*\*\*

For more information or to apply, please email Amanda Gryzkewicz, Founder & CEO at: Amanda.gryzkewicz@icanmathaz.org