



## Operations Internship

Gain hands-on experience in nonprofit operations and be part of a women-led global organization at the forefront of climate justice. Women's Earth Alliance (WEA) is seeking a highly motivated and detail-oriented **Operations Intern** to support key processes that ensure smooth grant-related work, contracting, and organizational efficiency.

This internship is designed as an educational opportunity to build critical professional skills, collaborate with a passionate team, and gain insight into nonprofit management—all while contributing to impactful work that uplifts women-led environmental solutions worldwide.

### Who We Are:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

### What You'll Do:

- Grant Management:
  - Learn how to draft and manage grant applications and agreements.
- Contractors & Invoicing:
  - Learn how to draft, review and manage contracts with partners, vendors, and consultants.
  - Support updates to templates and processes for improved efficiency.
- Operational :
  - Assist in daily administrative tasks, including scheduling, document organization, and system improvements.

- Learn how to manage data entry and reporting processes to ensure accurate records.
- Participate in the development of operational workflows and efficiency tools.
- Community Engagement and Collaboration:
  - Collaborate with various teams to understand and align operational priorities.

## Skills You Will Gain:

- ❖ Professional Development Opportunities:
  - Grant-management and research techniques.
  - Contract management and compliance processes.
  - Proficiency in operational tools like Google Suite, Excel, and project management software.
  - Enhanced communication, data management, and organizational skills.
  - Exposure to nonprofit or organizational management systems.

## Commitment:

This internship is expected to last at least 4 months – though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

The Operations Intern must be available at least 16 hours a week. All our internships are remote for the foreseeable future.

## Compensation:

Interns receive a \$2,000 stipend for 4 months. This is a unique opportunity to be part of and grow with a small women-led organization with a large, global impact. We are also happy to work with interns hoping to receive academic credit for their time with us, though you do not have to be a student to apply.

## To Apply:

To apply, please go to Join our Team on our website [\[https://womensearthalliance.org/about-us/join-our-team/\]](https://womensearthalliance.org/about-us/join-our-team/) to submit your application. WEA welcomes interns from diverse gender, educational, socio-economic, racial and cultural backgrounds.