Who We Are
MaineCF’s mission is to bring people and resources together to build a better Maine. We hold assets of over $673 million and work statewide with donors and other partners to provide grants to nonprofit organizations and scholarships for Maine students. Our 48 employees work from our main office in Ellsworth, a second office in Portland, and remote locations throughout the state. We have a commitment to equity and expect all staff will use equity to inform their work with us. Please learn more about us by visiting our website: [https://www.mainecf.org/](https://www.mainecf.org/).

Position Summary
The Scholarship Intern conducts outreach to Maine’s underserved communities to communicate about our scholarship program and assist applicants in the scholarship application process.

**Essential duties and responsibilities:**
1. Be familiar with online application system.
2. Be familiar with scholarship awards process, including:
   a. Scholarship season dates and deadlines
   b. Online application requirements and procedures
   c. Eligibility guidelines for scholarships
3. Serve as resource for online applicants.
4. Develop and maintain relationships with:
   a. School partners
   b. Community organizations
   c. BIPOC partners
5. Attend and supply information at school or community sponsored scholarship application events.
6. Identify community partners to share scholarship information.
7. Host application workshops at designated sites around the state:
   a. Identify host sites
   b. Identify dates and times that will be most helpful
   c. Identify needs and supplies and arrange for purchase
   d. Schedule travel needs (car rental, hotel, etc.)
8. Assist Scholarship Funds Manager in identifying emerging issues and trends related to scholarships.
9. Keep track of all expenses related to scholarship travel and workshops and turn in receipts for expenses.
10. Monitor scholarship program for opportunities for program improvement.
Qualifications needed for position:
The following are required for this position:
1. A valid and current driver’s license. Travel is an essential component of this position.
2. Excellent phone manner.
3. Excellent communication skills.
4. Ability to work independently and require minimum direction.
5. Excellent organizational skills and attention to detail.
6. Ability to maintain the confidentiality of donors and applicants.
7. General knowledge of databases and online platforms.
8. Excellent computer and data processing skills, including prior experience working with Microsoft Office.
9. Ability and willingness to implement new technology as needed.

Compensation, Location and Schedule

- $20/hour
- Remote position, with occasional travel throughout the state required.
- Part-time, 15-20 hours per week
- This is an internship starting the week of October 30 and ending the week of May 6

Our Hiring Process and Timeline
To apply, please email a resume and cover letter that explain how your skills and experience fit this position to internships@mainecf.org by Monday, October 2.

- Application Deadline: October 2
- Interviews: October 9-20
- Internship Start Date: Week of October 30
- Internship End Date: Week of May 6

For questions, please contact: internships@mainecf.org