



Spring Finance Intern

About Youth Speaks: Founded in San Francisco in 1996, Youth Speaks launched a comprehensive series of local programs for young people in and out of school, which included producing the first youth poetry slam in the nation in 1997, before launching national programs such as the Brave New Voices Festival in 1998. Youth Speaks has since maintained an integrated series of on-going programs, performances, and convenings that engage thousands of youth locally, and hundreds of thousands across the country. The Wallace Foundation named Youth Speaks one of the eight exemplary arts education organizations in the nation.

A multi-faceted organization that understands that the power, insight, creativity, and passion of young people can change the world, Youth Speaks has long been recognized for innovative arts education and youth development practices. Our work prepares young people to be at the center of critical conversations, to speak in their own vernacular from their own reality, and to act as peer educators with the guidance of dedicated and consistent mentors. Within our spaces, young people from across the demographic spectrum come to share their stories with each other, and with the general public at large. Learn more at www.youthspeaks.org

Internship Description: The Finance Intern will support the two-person Finance Team as we oversee and manage our internal financial management systems and processes, as well as our organizational strategy. We are looking for someone who is excited to learn about nonprofit finance and wants to roll up their sleeves to support our mission. By the end of the internship, you will understand the essentials of nonprofit finance (payables/receivables process, grant reports and proposals, annual budget creation, org budget management and reporting, cash flow projections and management, day-to-day accounting, and much more).

As an intern at Youth Speaks, you'll have access to all Youth Speaks events (Teen Poetry Slam Finals, Unified District Slam Festival, Max Poetry Slam, Queeriosity, First Sound Institute, etc.). You'll work with an amazing staff that includes nationally-recognized leaders in arts and culture, internationally renowned poets, and incredible educators, and become part of our community.

Responsibilities: The Finance Intern will provide administrative support to the Finance team. Core day-to-day activities will include, but are not limited to:

Accounting / Finance

- Work with Finance team to manage our month-end close and department reporting processes
- Support the Director of Finance and Operations through the annual budget process
- Maintain and reconcile our org budget and cash flow spreadsheets, providing bi-monthly reports to the Director of Finance and Operations
- Create financial reports and narrative updates to our Board of Directors
- Support other miscellaneous finance and operations tasks, as needed

Grants Support & Development Liaison

- Liaise between Finance and Development teams to support with grant proposals and grant reports
- Work with Director of Finance and Operations to request grant funds in accordance with cash projections schedule
- Help Development team proof outgoing proposals and reports

Qualifications include but are not limited to:

- Willingness & curiosity to learn and develop nonprofit finance skills
- An interest in and commitment to the mission of Youth Speaks
- Ability to take ownership and lead projects and initiatives
- Comfortable - if not enthusiastic - with numbers and spreadsheets
- Detail-oriented with great organizational skills
- Strong interest in the arts & culture and non-profit sectors
- Ability to work collaboratively and independently, depending on the needs of projects
- Familiarity or experience with G Suite, Word, Excel, and Powerpoint a plus

Details

- **Compensation:** A stipend of \$500/month for the duration of the internship (dates below)
- **Time Commitment:** 2 days per week (days are flexible)
- **Location:** San Francisco Office – 1663 Mission St, Suite 604, San Francisco (near Civic Center BART, 16th St BART, and the Van Ness Muni station) or Oakland co-working space in Downtown Oakland, 906 Washington Street, ~7 min walk from 12th Street BART (dependent upon schedule)
- **Time Frame:** May 1 – July 15 (flexible)
- **Deadline:** Applications reviewed as they arrive. Preference given to those who submit by April 19

To apply, please send a brief cover letter and resume/CV to our Director of Finance and Operations, Lindsey Bourne, at lbourne@youthspeaks.org. Feel free to reach out by email with any questions about the position.