



# Business Administration Internship

## About Detroit PAL

The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with community volunteers and the Detroit Police Department, helps youth find their greatness through athletic and youth enrichment programs. The company is results-oriented, and driven by its values of Kids First, Strive for Excellence, Collaborative Environment and a Positive Work Environment.

## Key Responsibilities

- Work with directly with CEO and Chief Development Officer along with the Executive Leadership to support the resource needs and growth of Detroit PAL Programs and Key Partnerships
- Work with the Director of Youth Enrichment to identify and strengthen relationships with key partners including Non-Profits, Professional Sports Teams, Corporate Partners, Foundations, and Individuals
- Identify Detroit PAL Alumni that can support the work of program branding, resource identification, marketing, and promotion of Detroit PAL's Athletics and Enrichment programs
- Help grow key partnerships with corporate, governmental, and nonprofit organizations
- Work across the company on multi-departmental projects

## Desirable Credentials, Skills and Traits

- College junior, senior, recent graduate or masters student in Business Administration, Communications, Marketing, or
- Exceptional project management skills
- Strong Initiative
- Ability to be work independently and in a team environment
- Outstanding attention to detail and organization
- Solid relationship skills with ability to work well with a variety of professionals and business leaders
- Proficiency with MS Office and Google Suite Applications
- High standards for excellence in execution

## General Internship Objectives

- Understand the goals and objectives of the Detroit PAL and the projects being organized and run by staff and key partners
- Leadership perspective for managing people and key projects
- Gain a better understanding of the uniqueness of running youth development programs in an urban environment
- Develop skill sets for running a nonprofit organization including strategy, operations, fundraising, and business metrics
- Learn more about non-profits including community and corporate collaborations
- Develop an understanding of how programs and fundraising work together at a non-profit

## Next Steps

This is an unpaid internship providing solid experience and meaningful responsibilities. To apply for the position email your resume and cover letter to **[intern@detroitpal.org](mailto:intern@detroitpal.org)**.

