

**Job Title:** Kern Community Foundation Paid Fellow - Clerical Support

**Location:** Kern Community Foundation – Kern Alliance of Nonprofits (KAN), Bakersfield, CA

**Position Type:** Paid Fellowship

**Duration:** February 2025 - December 2025

**Overview:** Kern Alliance of Nonprofits (KAN), under the authority of the Kern Community Foundation, is seeking a motivated and detail-oriented individual to join our team as a Fellow in the Clerical Support department. This internship provides an excellent opportunity for entry-level candidates to gain valuable hands-on experience in a professional office environment.

**Eligibility:**

- To be eligible for this program, applicants must:
- Be at least 18 years of age by January 1, 2025;
- Have graduated high school or received their General Educational Development (G.E.D.);
- Be no older than 30 years of age by December 31, 2025;
- Be available to work no less than 20 hours per week; and
- Have a Social Security Number (SSN).

**Responsibilities:**

- Communication: Assist in handling phone calls, emails, and other forms of communication as directed.
- Documentation: Prepare, review, and organize various documents as needed.
- Graphic and Design Support: Collaborate with the marketing team to assist in the creation of visually appealing graphics and design elements for presentations, reports, and other collateral.
- Membership Management: Take a lead role in managing membership databases, ensuring accurate records, and overseeing the collection of dues.
- Recruitment of Non-Profit Organizations: Actively participate in the recruitment of new non-profit organizations, providing information about membership benefits and facilitating the onboarding process.
- Collateral Development: Contribute to the development of promotional materials, brochures, and other collateral to support marketing and outreach initiatives.
- Social Media Assistance: Support the social media team in creating and scheduling posts, generating content ideas, and maintaining a consistent online presence across various platforms.
- Support Team Activities: Collaborate with team members to ensure the integration of graphic and design elements into day-to-day tasks and projects.
- Data Entry: Accurately input information into databases and spreadsheets.
- Filing and Organization: Maintain organized filing systems for easy retrieval of documents.
- Office Supplies Management: Monitor and replenish office supplies as necessary.

- General Administrative Tasks: Perform various administrative tasks to support the overall functioning of the office.

**Qualifications:**

- Currently enrolled in a relevant degree program or recently graduated.
- Strong organizational skills and attention to detail.
- Communication Skills, both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Basic understanding of graphic design principles and familiarity with design software (e.g., Adobe Creative Suite, Canva).
- Possess a basic understanding of grant writing and fundraising efforts, including identifying funding opportunities and preparing proposals.
- Social media awareness and familiarity with major platforms.
- Ability to multitask and prioritize responsibilities.
- Ability to manage membership databases and coordinate recruitment efforts.
- Ability to multitask and prioritize responsibilities.

**Benefits:**

- Pay Range: \$25.00 an hour.
- Gain practical experience in a professional office setting.
- Learn and develop essential clerical, administrative, and design skills.
- Exposure to social media management and marketing strategies.
- Networking opportunities within the organization.
- Potential for a positive reference upon successful completion of the internship.

How to Apply: Interested candidates should submit their Bakersfield Youth Jobs Program Kern Community Foundation Fellow Position 2025 Application Packet along with their resume and a brief cover letter and the to Bakersfield Youth Jobs Program Manager, Olivia Kent by Friday, January 17, 2025, at 11:59:59 PM. Please include "KCF Fellow - Clerical Support" in the subject line.

Kern Community Foundation is an equal opportunity employer. We encourage candidates from all backgrounds to apply.