Part-time job opportunity:
The JMCMRJ Sorrell Foundation

The JMCMRJ Sorrell Foundation is seeking a student worker to support its activities for the next 12 months. The foundation supports projects which uphold its vision and mission of empowering communities and improving humanity through innovative interdisciplinary interventions. It supports pioneering initiatives focused on the advancement of education, the improvement of health standards, the alleviation of poverty worldwide, and the promotion of inter-religious dialogue and understanding.

S/he can work remotely from Boston and will report directly to the CEO on foundation tasks including:

- Administration of existing grants (liaise with auditors, liaise with institutions, NGOs, banks and other foundations to ensure appropriate use of findings).
- Administration of Foundation daily activities (due diligence on incoming unrequested grants proposals, follow up, online archive management and other administrative tasks as requested).
- Support for the CEO’s efforts to communicate transparently and in a timely manner with the trustees, including the organization of trustees annual meeting.
- Management of special projects

The hourly rate will be $20/hour and the student will work, on average, 5 hours per week for the year though some periods may require additional hours.

Qualifications:
The ideal candidate will be a student interested in learning how foundations and nonprofits operate as well as have a passion and interest in the foundation’s areas of focus. Strong administrative and computer skills needed.

Interested students should send a cover letter and resume to Matt Hast at <matthew.hast@tufts.edu> by March 15th. Please be sure to include why you would like to work with foundations and NGOs.